

# BLIGH PARK FOOTBALL CLUB



## **Position Description: Treasurer**

### ***Overview***

The Treasurer is responsible for:

- Ensuring the Committee is empowered to manage the financial affairs of the Club.
- Protection of the Club's cash, assets and the volunteers who handle them.
- Ensuring the collection of all revenues and payment of all financial obligations.
- Ensuring that all financial transactions are recorded in the Club's accounts.
- Producing the Club's financial reports for presentation to the Committee and the Members at the Annual General Meeting, as well as complying with all financial reporting obligations contained in the Club rules and the Incorporated Associations Legislation.

### ***Responsibilities***

#### **Prior, during and post season**

*Empowering the Committee to manage the financial affairs of the Club*

1. Preparation of a Club budget and cash flow projection at the start of the year for review and sign off by the Committee.
2. Record all financial transactions in the Club's accounting system as well as maintaining a list of Club assets and liabilities.
3. Maintain Asset register.
4. Maintain Equipment Insurance cover.
5. Compare actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Committee to review and take action on in a timely manner.
6. Provide monthly Profit and Loss reports and Balance Sheet to the Committee each month (generally presented at each Committee meeting).
7. Provide a list of payments for the previous month to the Committee each month (generally presented at each Committee meeting).
8. Provide a list of revenues outstanding and payments to be made to the Committee each month (generally presented at each Committee meeting).
9. Oversee Funding or Grants available. Sourcing/writing and ongoing management of successful applications.
10. Maintain Treasurer Gmail account correspondence.
11. Liaise with outside Club Treasurers as required.
12. Liaise with Nepean Football representatives as required.
13. Oversee Club Point of Sale (POS) equipment and procedures.
14. Liaise with Canteen Manager regularly for budgeting and cash management throughout the season.
15. Oversee Fundraising initiatives.

### *Protect the Club's assets, cash and the volunteers who manage them*

1. Implement financial management procedures which protect both the Club's funds and assets and the volunteers who handle them.
2. Control the Club bank account(s), ensuring only those authorised are bank account signatories.
3. Weekly banking of cash sales through canteen and other fundraising events.
4. Ensure any supplier payments are undertaken in a timely manner via Electronic Funds Transfer (requiring two signatories before payments can be made).
5. Ensure as much revenue as possible is collected using online payments.
6. Ensure all approved expenditure is paid as it falls due.
7. Ensure all moneys due to the Club are collected including player registrations, other club use of fields and NSW Active Kids voucher reimbursements.

### *Financial reporting*

1. Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
2. Produce the financial report to members to be presented at the Annual General Meeting.
3. Undertake all legislatively required reporting and submissions.

### ***End of year hand over***

#### **Updating key documents**

At the end of each year a key activity of the Treasurer will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Treasurer should compile a list of people at the end of each season who have access to any relevant platforms and provide this list to the Committee.

Ideally the Treasurer should review the Club's plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

#### **Induction of the incoming Treasurer**

An important responsibility of the outgoing Treasurer is to train, mentor and support the incoming Treasurer.

### ***Essential Skills and requirements***

- Enthusiastic and well organised.
- Ability to keep concise financial records in the Club's accounting system.
- Ability to allocate regular time periods to maintain the financial records of the Club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or bookkeeping experience essential.
- Computer skills.

The estimated time commitment required as the Treasurer is **5 hours** per week.

*Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.*

*Updated: July 2023*