Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Treasurer

The Treasurer is the chief financial management officer for the club. Duties include reviewing financial procedures and reporting, advising the Committee on current financial status and strategy and fundraising.

Responsible To

The Treasurer is directly responsible to the President and the club members.

Responsibilities

The Treasurer should:

- Ensure accurate and up-to-date records of all club income and expenditure
- Record all financial transactions in the club's accounting system
- Ensure safe custody of money and prompt banking;
- Maintain a list of the clubs assets and liabilities
- Ensure all moneys due to the club are collected as promptly as possible - prepare and issue invoices
- Pay bills as required;
- Ensure that the Committee understands its financial obligations;
- Ensure that the Club complies with tax regulations, such as GST, payroll tax and fringe benefits tax
- Ensure compliance and legislative obligations are met
- Generate a budget and monitor Club finances carefully;
- Develop and maintain an asset register;
- Produce the clubs financial reports for presentation to the club committee and members, including:
    - Profit & Loss Statement
    - Balance Sheet
    - Aged Receivables
    - Aged Payables
    - Transactions Summary
    - Bank Statement
- Control the club bank account(s), ensuring only the authorised signatories have access
- Comply with all financial reporting obligations contained in the club laws/by-laws and the Incorporated Associations legislation
- Undertake all legislative required reporting and submissions
- Work with committee members to generate and collect funds
- Prepare funding proposals for grants, special projects and sponsorship;
- Prepare and arrange the end of year Financial Audit (1 October - 30 September annually);
- Review all internal processes and reporting methods at least annually;
- Keep the Local League and QRL Club Support Manager abreast of any significant changes to the Club's financial situation throughout the year.

Initial Duties

Once elected to the role, the Treasurer should:

- Check details of all bank accounts and all signatories;
- Signatories may need to be changed following the Annual General Meeting (the banks will require a signed copy of the AGM minutes to verify the change of the Committee - liaise with the Secretary);
- Obtain login or access codes for any online or cloud-based accounting programs – or create new logins if required;
- Make sure you have a copy of your financial procedure manual and any previous financial audits;