

MSSC Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club and its computer to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Clubs financial status to both the Committee and the Club members.



Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances.
- Administer all financial affairs of the Club.
- Ensure Club lap top, email and data information is the property of the club and kept secure at all times.
- Lead the annual budget process, against previous year and ensure an appropriate annual budget is provided to the Committee for approval around November and reported quarterly to the committee.
- Ensure development and Committee review of financial policies and procedures.
- Receipt of all incoming monies.
- Ensure outstanding debtors are followed up for prompt payment.
- Bank all monies received.
- Pay all accounts.
- Maintain accurate records of all income and expenditure and ensure **naming conventions** are kept relatively the same for historical reporting in the Strategic Plan.
- Maintain Assets list for insurance – Alpine Shire and Elders.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Monthly financial reports – present at monthly committee meetings.
- Arrange and despatch invoices for periodical payment.
- Ensure club membership fee \$1 is separated from registration fee and placed under membership
- List and maintain all club member names as part of our legal requirements.
- Keep accurate record of all membership payments.

- Be a signatory on club account
- Report to the Clubs external Accountant Melissa Parmesan, a month prior AGM and assist with the Compilation of the Annual Report.
- Ensure Registrar passes home game score sheets to you for cross checking AWSRA referee invoices.
- Oversee canteen and merchandise stock purchases and ensure stocktake at end of August.

Equipment:

- Receipt Books
- Cheque books
- Receipt details slips
- Club laptop
- Calculator
- Invoice Book
- Bank deposit book
- Club Stamps
- Prepaid Envelopes
- Accounting Book