

WANNEROO DISTRICTS

CRICKET CLUB INC.

www.wanneroodcc.com.au

Job Title

Treasurer

Club Rules Definition

30. Treasurer

The treasurer has the following duties —

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
- (c) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
- (i) carrying out any other duty given to the treasurer under these rules or by the committee.

Skills Required

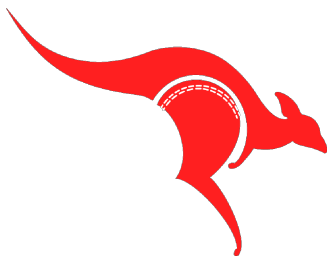
- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

Key Roles & Responsibilities

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year



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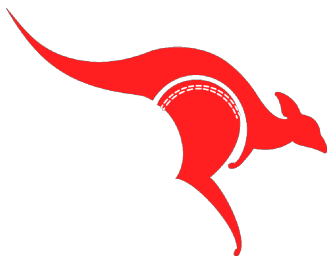
- Maintain up to date records of all income and expenditure
- Count and bank club takings
- Maintain the club's cash flow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by sections of the Club
- Prepare and lodge Business Activity Statements (BAS) returns for the ATO
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Report activities of the portfolio to the membership at the AGM

Time Required

4-6 hours per fortnight



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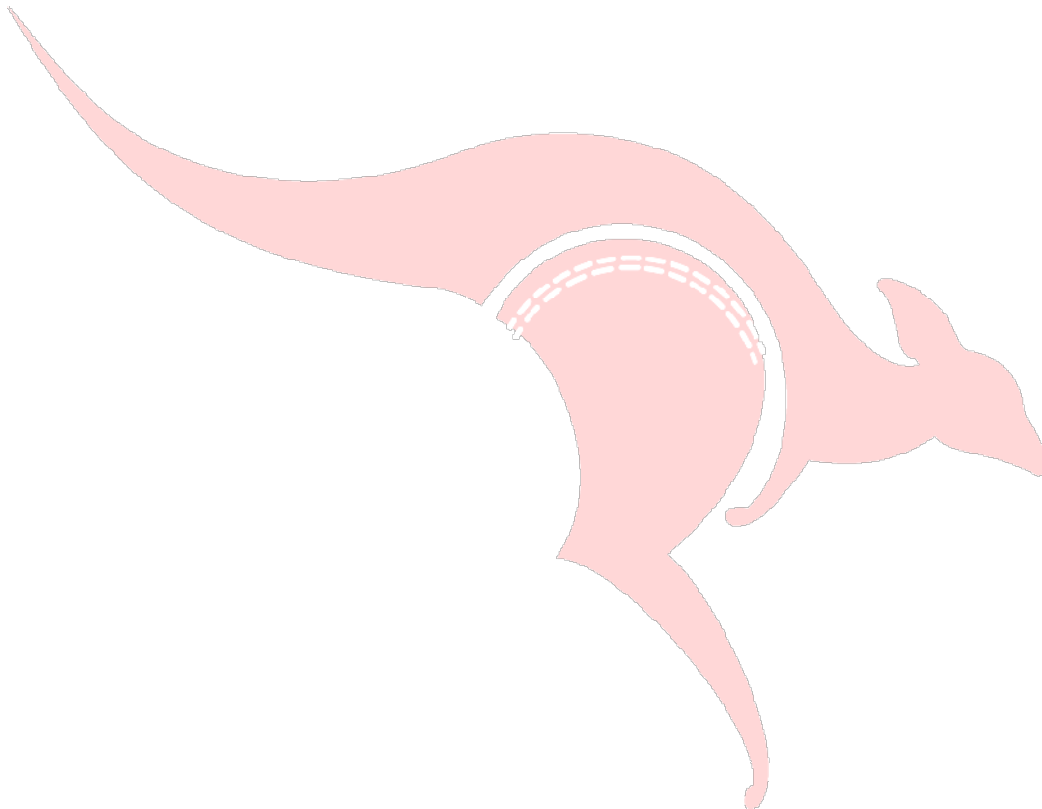
Nomination Form: Treasurer

Nominee

Nominator

Secunder

Nominee's Signature



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