



Treasurer Role Statement

The Treasurer is responsible for ensuring that financial management and reporting requirements are in place and operating, to provide the AWTTA Committee with an accurate understanding of the financial status of the Club at all times.

The Treasurer will also work closely with Committee Members to ensure the efficient operations of the Club. They will also liaise with the Pennant, Division and Keenagers Coordinators to ensure timely processing of membership payments.

The estimated time commitment required as the Treasurer is three (3) hours per week.

RESPONSIBILITIES:

Specific tasks include, but are not limited to the following:

Financial Management

- Prepare a Club budget at the start of the year for review and sign off by the Committee.
- Record all financial transactions in the Club's accounting system as well as maintaining a list of Club assets and liabilities.
- Maintain membership database and monitor timely collection of AWTTA/TTV Membership Application forms (one per calendar year) and membership payments.
- 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 act upon in a timely manner.
- Provide profit and loss reports and balance sheet to the Committee at each meeting.
- Provide a list of payments made for the previous month, list of revenues outstanding and payments due to the Committee at each meeting.
- Implement financial management procedures which protect both the Club's funds and assets and the volunteers who handle them.
- Control the Club bank account(s), ensuring only those authorised are bank account signatories.
- Ensure all approved expenditure is paid as it falls due.
- Perform all general banking activities.
- Ensure all moneys due to the Club are collected.
- Monitor utilities and recurring expenses and seek efficiencies where possible.
- Liaise with Club suppliers and other key stakeholders as required.



Albury Wodonga Table Tennis Association Inc.

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Financial reporting

- Prepare the financial report to members to be presented at the Annual General Meeting.
- Ensure audit is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Provide suitable financial data for grant submissions as well as assist with completion of grant acquittals, as required.
- Undertake all legislatively required reporting and submissions, including lodging documents to NSW Fair Trading to meet Associations Incorporation requirements.
- Prepare ad hoc financial reports as required.

As required

- Attend all Committee Meetings.
- Train, mentor and support the incoming Treasurer.
- Advise Secretary if position description requires revision to ensure it continues to reflect the requirements of the role.

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other Committee members.

ESSENTIAL SKILLS AND REQUIREMENTS

- Strong communication skills and attention to detail
- Financial accounting or bookkeeping experience preferred
- Strong understanding of the different Club activities
- Ability to use computer and financial systems or demonstrated willingness to learn
- Current Working with Children Check

The Treasurer is elected at the Annual General Meeting.