



Position Description

Position	Treasurer
General Summary of position	
<p>The position of treasurer is focussed on providing operational governance over the financial management of the club.</p> <p>The Treasurer is responsible to ensure compliance with Australian Taxation Office (ATO) regulation in relation to the club (forms, procedures and record retention) and the coordination and authorisation of payments. The Treasurer is responsible for empowering the committee to manage the financial affairs of the club. This is for 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 and issuance of receipts as required.</p> <p>The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules.</p> <p>It is not the role of the Treasurer to create revenue. Their role is to collect, protect, record and report.</p> <p>The Treasurer role requires a basic level knowledge of Microsoft Excel.</p>	
Responsibilities	
<p>The treasurer position is responsible for;</p> <ul style="list-style-type: none"> • Preparation of financial reports for Annual General Meeting (AGM) and Office of Fair Trading • Preparation of Treasurers report for AGM • Coordination of amending signatories of club bank account according to the current elected committee • Coordination of payment of approved invoices • Custodian of the RAMS Cheque book • Report the past, present and future financial progress and position of the organisation to all committee meetings and the AGM. • Ensuring regular financial commitments are adhered to and paid on time. • Clear the RAMS Honour Box on a quarterly basis and deposit proceeds 	

Tasks			
When	What	How	Comment / Contacts
Jan			
Feb	Attends Committee Meeting		
Mar	Clear Honour Box	Beside the fridge in The Hangar there is a small, white wooden honour box that has coins in it from members purchasing drinks. Empty the box and deposit proceeds into bank account.	
Apr			

Tasks			
When	What	How	Comment / Contacts
May	Attends Committee Meeting		
June	Clear Honour Box	Beside the fridge in The Hangar there is a small, white wooden honour box that has coins in it from members purchasing drinks. Empty the box and deposit proceeds into bank account.	
July	Attends Committee Meeting		
	Works with Auditor to prepare a finalised set of accounts for presentation at the AGM	Contact the RAMS Auditor to work through this	RAMS Life Member Dave Rogers has been assisting the club for many years in this capacity
Aug	Attends Annual General Meeting (AGM)		
	Presents Treasurers report at AGM	Include the past and present state of the clubs finances. Any future financial projections based upon member numbers Confirmation of the club being able to meet all debts or commitments.	
Sept	Clear Honour Box	Beside the fridge in The Hangar there is a small, white wooden honour box that has coins in it from members purchasing drinks. Empty the box and deposit proceeds into bank account.	
Oct	Assists in planning Christmas Party		
Nov			
Dec	Clear Honour Box	Beside the fridge in The Hangar there is a small, white wooden honour box that has coins in it from members purchasing drinks. Empty the box and deposit proceeds into bank account.	

Specific Notes

What	Comment
AGM Process	<ol style="list-style-type: none"> 1. Create a report to be read at the AGM containing; <ol style="list-style-type: none"> a. Achievements throughout the year 2. Sign off on hardcopy of minutes

What	Comment
Financial Process	<ol style="list-style-type: none"><li data-bbox="520 237 1342 300">1. All monies received must be banked promptly (within 5 business days)<li data-bbox="520 304 1118 333">2. All monies received must have receipts issued<li data-bbox="520 338 1337 403">3. Money paid by the club must be done only with the authority of the committee<li data-bbox="520 407 1378 472">4. Refund of costs incurred can only be performed on the provision of a Tax Invoice (alternative proof of purchase is not permitted)<li data-bbox="520 477 1059 506">5. Keep a track of all payments and receipts