**INTRODUCTION**

The Treasurer is responsible for all financial aspects of the club, keeping the books and ensuring the club remains operable at all times. They are also responsible for ensuring the club meets the requirements of the Office of Fair Trading.

**WOULD SUIT SOMEONE WHO**

* Works in accounting or similar
* Has a passion or interest in numbers
* Is organised and can manage priorities

**RESPONSIBILITIES**

* Prepare the annual budget of the club for presentation at the January committee meeting
* Ensure all committee members do not exceed their allocated budgets for club projects
* Promptly attend to general banking activities
* Maintain appropriate accounts of all income and expenditure and associated audit trails, for example receipts
* Ensure all accounts are paid and follow up with outstanding creditors, including unpaid player fees
* Prepare and present a monthly report for each committee meeting
* Present all accounts for payment for approval
* Ensure all payments are made by the deadline on the invoice
* Manage any overdraft facility held by the club
* Ensure any surpluses are invested wisely after approval by the committee
* Ensure all taxation commitments are met by the club
* Ensure the club finances are correctly audited
* Fill out all forms for the Office of Fair Trading
* Report activities of the portfolio to the membership at the AGM
* Make suggestions as to how the club can improve its financial situation
* Work with the Fundraising & Sponsorship Coordinator to set targets and determine sources of revenue
* Work with the Grants Coordinator to ensure all grant monies are allocated to the projects they were applied for

**KEY RELATIONSHIPS**

* **Reportable To: President**
* **Key Reports:**
  + Grants Coordinator
  + Fundraising & Sponsorship Coordinator
  + Canteen Coordinator
* Club Executive
* AFL Darling Downs Treasurer

**TIME COMMITMENT REQUIRED**

* Approximately 2 hours per week
* Attendance at the monthly committee meetings is required

**TRAINING/RESOURCES REQUIRED**

* A financial record keeping program will be provided
* Previous experience working with budgets is highly recommended
* Attendance at Sport & Recreation Services Queensland’s FREE financial information sessions is highly recommended