



MUDJIMBA SURF LIFE SAVING CLUB INC. TREASURER – POSITION DESCRIPTION

ROLE: Manage all finances of the Club and provide budgets and reporting as required.

RESPONSIBLE TO: Management Committee

RESPONSIBILITIES AND DUTIES (By-Law 4.5):

- As per any express provisions made in the Club's Constitution and By-Laws
- Be chairperson of the Finance & Property Committee;
- Receive all monies on behalf of the Club and shall issue receipts for same and shall be responsible to the Management Committee for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments over \$100 shall be made by cheque;
- Keep the necessary records as required by the relevant Government Act, viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a Ledger to record income and expenditure. Details of cheque payments are to be recorded by the Treasurer, and duly presented to a meeting as set out in 1/D/2/5. The Treasurer shall ensure that the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required.
- At each Management Committee Meeting, present a report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances.
- As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared, a statement containing the particulars of:
 - a) the income and expenditure for the financial year just ended; and
 - b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year. (Constitution – Section D, 2.9)
- The Treasurer shall prepare a budget by 1st April for the ensuing year, after consultation with all Officers of the Club, provided that the budget may be subjected to further consideration after the election of Officers at the Annual General Meeting. (Constitution – Section D, 3.1)
- Financial activities of all Committees of the Club shall be under the control of the Treasurer, who shall, in conjunction with the Club President and Chairperson of the Committee concerned, determine the method of financial operation most suited to that particular Committee, providing that at all times, the government and Australian Accounting Standards requirements are maintained. (Constitution – Section D, 2.12)
- Attend Management Committee Meetings (Constitution – Section C, 1.5)

Mudjimba Surf Life Saving Club Inc.

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COMMITTEES AND REPRESENTATION

Management Committee

Executive Committee

Finance & Property Committee (Chair) (By-Law 4.5)

KNOWLEDGE AND SKILLS REQUIRED:

- Accountant
- Awareness of Surf Life Saving financial reporting requirements
- Xero