



GUNGAHLIN JETS

AUSTRALIAN FOOTBALL CLUB INC.

Est 1982



Treasurer

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club Board has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Board and Sub Committee members to ensure the efficient operation of the Club.

Responsibilities

- Prepare the annual budget of the Club for presentation at the September Board meeting (the draft budget having earlier been formulated).
- Ensure all Senior/Junior Treasures do not exceed authority ceilings for financial expenditure without reference to the Board.
- Promptly attend to general banking activities including taking a prime role with ensuring that relevant Club positions have appropriate access rights to the Club's bank accounts.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts and invoices supporting payments.
- Report monthly to the Club Board on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Maintain records of amounts invoiced by the Club and the status of their subsequent payment by Club debtors.
- Make details of all accounts available to the Club Board and members as provided in the *Associations Incorporation Act*.
- Develop with the assistance of the Board a long term funding strategy and asset management plan.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Board.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Ensure the Club prepares annual financial statements in a format specified in the *Associations Incorporation Act* and ensure that these financial statements are audited in accordance with the Act.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Board members in their duties as required.
- Undertake tasks at the request of the Chairperson, Board or Sub Committee.
- Maintain and complete all salary cap reporting requirements.

Relationships

- Reports to the Club Board.
- Liaises with the Chair.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Treasurer is accountable to the Chairperson and Board.
- The Treasurer shall seek ratification from the Board of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the Board of all financial transactions.