

LIVERPOOL EAGLES JUNIOR AFL CLUB

The Family Club



Liverpool Eagles Junior AFL Club
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PO Box 173, CASULA MALL NSW 2170
ABN 72 989 095 177

Position Description – Treasurer

The role of the Treasurer is to ensure accurate financial management practices are installed and maintained. Responsibilities and duties include, but are not limited to:

- Prepares the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive), including correct auditing processes.
- Ensures all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attends to general banking activities.
- Maintains appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Reports monthly to the Club Committee on budget performance.
- Presents all accounts for payment for approval.
- Makes details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversees and seeks reports of all other accounts held by sections of the Club.
- Ensures any surpluses are invested wisely after approval by the Committee and all tax commitments are met by the club.
- Reports activities of the portfolio to the membership at the Annual General Meeting.
- Assists other Committee members in their duties as required.
- Undertakes tasks at the request of the President, Executive or General Committee.