



Committee Roles

Title	Treasurer
Position Summary	To oversee all aspects of the Club finances
Key duties and responsibilities	<p>Preparation of a Club budget and cash flow projection at the start of the year for review and sign off by the Committee</p> <p>Record all financial transactions in the Club's accounting system (currently Xero)</p> <p>Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner</p> <p>Provide monthly profit and loss reports and balance sheets to the Committee each month (generally presented at each committee meeting)</p> <p>Provide a list of payments for the previous month to the Committee each committee meeting</p> <p>When applicable, provide a list of revenues outstanding and payments to be made to the Committee each committee meeting</p> <p>Ensure volunteer/staff compliance with any adopted finance policy</p> <p>Receive all moneys paid to or received by the Club, and issue receipts for those moneys in the name of the Club</p> <p>Ensure that all moneys received are paid into the account of the Club in a timely manner</p> <p>Make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds</p> <p>Ensure electronic funds transfers are authorised by at least 2 committee members</p> <p>Be available to co-authorise Club payments</p> <p>Co-ordinate the audit of the financial statements of the Club prior to their submission to the Annual General Meeting of the Club, by appointing an independent auditor</p> <p>Provide information necessary to facilitate completion of the Annual Grant Submission to Essendon Football Club, including but not limited to, the Auditor's report of the Club finances</p> <p>Ensure at least one other committee member has access to the accounts and financial records of the Club</p> <p>Attend the Annual General Meeting and present the Treasurer's Report</p> <p>Be aware of ENC's Child Safety Policy</p> <p>Be aware of Child Safety Standards</p> <p>Manage accounts@essendonnetballclub.com.au</p>