

# Treasurer

## St Mary's Sharks Basketball Club



The role of the Treasurer is to manage the finances of the Club and provide advice to the Committee.

Specific duties include but not limited to:

- Provide advice to the Committee in their management of the club finances.
- Administer all financial affairs of the Club.
- Take the lead role in the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- Support and financial auditing processes.
- Receipt of all incoming monies.
- Bank monies received.
- Pay all accounts.
- Safeguard online banking information. (ie login and password).
- Promptly pay all invoices received e.g.: Training venues and Uniform and trophy supplier
- Ensure all bank deposits and withdrawals are reconciled to bank statements.
- Provide a quarterly financial report and present at quarterly committee meetings.
- Arrange and despatch invoices.
- Keep accurate record of all payments.
- Be a signatory on the club account.
- Ensure that the records of the club are maintained and made available when required.
- Present a profit and loss sheet at each Annual General Meeting (AGM)
- Deal impartially with any concerns of the Club.

Contact: [treasurer@stmaryssharks.org.au](mailto:treasurer@stmaryssharks.org.au)