



Mazenod Panthers Club Treasurer

DESCRIPTION OF ROLE.

The Treasurer is the Clubs' Financial Officer and a member of the committee. The Treasurer is responsible for discharging the stewardship function over all Club funds, setting and maintaining the accounts of the Club to track financial activities, for reporting at least monthly to the Committee on Club financial performance, and establishing and monitoring internal control mechanisms and procedures, as appropriate.

ROLE / TASKS:

Specific tasks that the Club Treasurer will discharge are as follows:

- Prepare an annual budget for the funding of the Club operations.
- Assisting with the setting of annual registration fees based on projected costs and revenue streams.
- Reporting at least monthly to the Committee on the financial status and performance of the Club.
- Developing, implementing and monitoring internal control measures that are both practical and that protect the Club's asset base.
- Setting up, administering the club accounts.
- Acting as the principal point of contact between the Club and its Banker and managing the Banking relationship.
- Acting as one of the Club signatories to all Club accounts. - Acting as the principal "payer" of accounts rendered to the Club for services and goods that it buys or consumes.
- Managing Club "liquid funds" so that returns on any surplus funds are maximised consistent with minimising the Club to exposures to loss.
- Preparing the Annual Accounts of the Club and presenting them for audit in a timely manner each year
- ideally such that the Annual Accounts are audited before the end of September in each year. - Present the audited financial statements each year to the Club community, as required at the club Annual General Meeting. Respond to any questions that may arise from within the Membership base