***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Treasurer**

**About Us:**

We are a premier Karting Club dedicated to organising and conducting Kart Racing and Recreational Karting Activities. We pride ourselves in our affiliation with and adherence to the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and our Club.

**Position Summary:**

The Treasurer is integral to the financial management of the Club’s accounts and transactions, ensuring transparency, accountability, and adherence to the financial standards set by our affiliated bodies.

**Reports To**: The President

**Desired Skills:**

* Solid financial background with awareness of accounting procedures.
* Demonstrable honesty and trustworthiness.
* Proven ability to keep accurate records.
* Strong attention to detail.
* Ability to work systematically and logically.
* Hold a volunteer’s 'Working with Children Check'.

**Key Roles & Responsibilities:**

* In collaboration with the committee, draft a budget that mirrors the Club's income and expenditure for presentation at the inaugural meeting of the year.
* Regularly update records of all income and expenditure.
* Oversee the club’s cash flow and petty cash levels.
* Produce and disseminate invoices for services provided by the club.
* Attend monthly club committee meetings and present a financial statement.
* Present account details to the Club Committee and members in line with the [ Correct Name - Incorporated Associations] Act.
* Monitor and request reports on accounts from various sections of the Club.
* Complete tax returns and ensure timely income tax payments for employees.
* Ready financial accounts for auditing and supply the auditor with essential details.
* Offer a comprehensive financial report to the membership at the AGM.
* Act as one of several signatories, requiring two on every club cheque.
* Instigate financial management protocols safeguarding the club's funds and assets as well as the volunteers handling them.
* Supervise the club’s bank accounts and manage account signatories.
* Guarantee that all sanctioned expenses are settled on time.
* Account for funds sourced from government and/or grants.
* Collect all dues owed to the club.
* Advocate for Electronic Funds Transfer for payments, needing two signatories for approval.

**End of Year/Term Hand Over:**

A pivotal role of the treasurer is to ensure that a successor is identified at the term's conclusion. A strategic approach for smooth transition involves designating an assistant treasurer to familiarise themselves with roles and responsibilities. Upon the appointment of a new treasurer, a thorough handover is mandatory, including all requisite legal transfers of account signatories and pertinent account information.