**Knox BMX Club**

Role description

 – **Treasurer**

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club‘s financial status to both the Committee and the Club members.

**Desirable Attributes:**

* Good Organisational Skills
* Has some financial expertise
* Ability to maintain accurate records
* Dedicated Club Person
* Honest/Trustworthy
* Computer skills
* Good communication skills

**Specific duties include but are not limited to:**

* Provide advice to the Committee in their management of the Club finances
* Administer all financial affairs of the Club
* Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
* Ensure development and Committee review of financial policies and procedures
* Support any required auditing and consumer law requirements
* Receipt of all incoming monies
* Bank all monies received
* Pay all accounts
* Maintain floats
* Maintain accurate records of all income and expenditure
* Ensure that all receipts and payments concur with bank deposits and withdrawals
* Monthly financial reports – present at monthly committee meetings
* Arrange and despatch invoices where required for sponsorship, coaching, re-charging costs
* Reimburse approved spending to committee members who have incurred out of pocket expenses
* Be a signatory on club bank accounts