**TREASURER**

The Treasurer is the chief financial management officer for the Karratha Basketball Association (KBA).

## **Responsible To**

The Treasurer is directly responsible to the President of KBA and members of the Association.

## **Responsibilities and Duties**

The Treasurer has the following duties, as per the Constitution:

* + - * ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association’s name;
			* ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Committee;
			* ensuring that any payments to be made by the Association that have been authorised by the Committee or at a General Meeting are made on time;
			* ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
			* ensuring the safe custody of the Association’s Financial Records, Financial Statements and Financial Reports, as applicable to the Association;
			* if the Association is a Tier 1 association, coordinating the preparation of the Association’s Financial Statements before their submission to the Association’s AGM;
			* if the Association is a Tier 2 association or Tier 3 association, coordinating the preparation of the Association’s Financial Report before its submission to the Association’s AGM;
			* providing any assistance required by an auditor or reviewer conducting an audit or review of the Association’s Financial Statements or Financial Report under Part 5 Division 5 of the Act; and
			* carrying out any other duty given to him or her under this Constitution or by the Committee.

The Treasurer should:

* be the main contact between the Association and the book keeper/ Accountant
* Check role specific email regularly and communicate with committee.
* Balance receipt books to money paid in cash tins weekly after game day
* Keep a proper record of all payments and monies received
* Pay Referees via direct deposit each week based on Senior Referee Game Night Sign Off sheet
* Pay Junior Referees Coordinators via cash as required and balance payments.
* Have possession of the cheque books, cash tins, netbank logins and a record of who has credit cards
* Give Treasurer report at committee meetings including all bills paid, invoices and deposited received and status of the term deposit
* Oversee Association’s financials, including Xero. Training will be provided if not familiar with Xero.
* Make sure financial reports are available and understood at all committee meetings
* Present actual budget from previous year in order to prepare for new budget to be passed at Annual General Meeting
* Set budgets are monitored carefully in conjunction with the Committee
* Ensure that information for an audit is prepared for the year requested
* Produce an annual financial report at Annual General Meeting, including Profit & Loss statement and Balance Sheet.
* Have an understanding of the KidSport process and associated deposits.

## **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

* well organised and in a logical orderly manner
* able to allocate regular time periods to maintain Xero
* able to keep good records
* aware of information which is needed to be kept for the audit, if required.
* undertake a Police clearance or hold a clearance no more than 6 months old
* previous experience in financial management desirable
* familiar with Sports TG is desirable

**Period of Appointment**

The Treasurer is appointed for a 24 month term at the annual general meeting.

**Treasurer Witness (Committee Member)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_