

Elwood Sailing Club

Treasurer Role and Responsibilities (July 20, 2020)

Responsibilities Defined by ESC Rule 45

- 1) *The Treasurer must—*
 - a) *receive or cause to receive all moneys paid to or received by the Association and where required issue receipts for those moneys in the name of the Association; and*
 - b) *ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and*
 - c) *make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and*
 - d) *ensure cheques are signed by at least 2 committee members.*
 - e) *ensure on-line payments from all non-Operating Accounts of the Association are authorised by at least 2 committee members.*
 - f) *secure the approval of the General Committee before transferring funds to an Operating Account of the Association (refer 69(7) for further details).*
- 2) *The Treasurer must—*
 - a) *ensure that the financial records of the Association are kept in accordance with the Act; and*
 - b) *coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.*
- 3) *The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.*

Other procedural responsibilities of the Treasurer are defined in Rules 68, 69, 70, 71

Other R&R

- 1) Monitor and contribute to the Club's operating performance, financial viability and progress business plans and budgets.
- 2) **Ensure proper governance and management of the Club's bank accounts, including authorised signatories and controls for withdrawals**
- 3) **Ensure the Club has appropriate insurance cover, including for loss/damage of key assets, public liability, officer indemnity, employee workcover and injury to volunteers**
- 4) Review the financial processes used in club procurements, sales, and payments, including bar operations, and ensure corrective actions are put in place when required.
- 5) Lead budgeting and financial planning process. Establish a sub-committee as required with approval of the General Committee.
- 6) Report performance to budget to the GC and to Club general meetings.
- 7) Promote cost efficiency in club operations and purchases.
- 8) Review the performance and competitiveness of accountants or financial advisors employed by the club, recommend required action to the GC.
- 9) Responsible for preparation of the end of year accounts
- 10) Liaise with the auditor and lead resolution of corrective actions
- 11) Fulfil the responsibilities of the Public Officer for the Club in relation to the ATO
- 12) Participate in establishing employment remuneration and conditions for staff.

13) Work with the manager to ensure the following processes are documented and updated as required, and have a working knowledge of the processes so that basic activities can be supported in the managers' absence.

- a) MYOB including payment of staff wages
- b) BAS, ATO quarterly payments, employee PAYG and superannuation

See also the document on the general R&R of all General Committee Members