

HOPE VALLEY

NETBALL CLUB

TREASURER

The role of the Treasurer is integral to the operations of the club. The club supplies access to an approved software package.

Duties include the following:

- Payments
 - Update any EFT receipts into accounting software
 - Track and reconcile payments made for fundraising, uniform items and merchandise
 - Make payments to umpires / suppliers (all by EFT) and record all transactions
- Reconcile Bank Accounts on a weekly basis
- Invoice player on an ad hoc basis as needed (NB: all players register and pay via PlayHQ, ensuring that the collection of club fees is made upfront and reducing bad debts), recording Player Registration Fees in the accounting software package in line with the winter and summer season registration periods.
- Process Govt sports voucher claims (via portal)
- Committee member (monthly meetings) – table a monthly report to the Committee on financial position.
- Arrange annual Audit

Skills/knowledge required

- Ideally the treasurer will have experience and/or qualifications in bookkeeping or accounting
- Ability to use software to produce financial reports, track spending etc, or the ability to learn
- Ability to use software to forecast financial position, or the ability to learn

The committee understands that all volunteers have other commitments, whether that is work or family. These duties (including response to emails/calls) can be managed around those commitments.

Other members on the general committee will help with these duties as needed.

The Treasurer is a member of the Executive Committee.

Please feel free to call me on 0418 808 232 if you would like to discuss this role further.

Regards,
Greg Freebairn
President