

Source: Sports Community, Bowls Australia, and Bowls Victoria

## Treasurer

The Treasurer is responsible for ensuring the Board is empowered to manage the financial affairs of the Region, is responsible for protection of the Region's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the Region's accounts and producing the Region's financial reports for presentation to the Board, the members at the AGM, as well as complying with all financial reporting obligations contained in the Region rules and the Incorporated Associations legislation.

### Responsibilities

*Empowering the Board to manage the financial affairs of the Region*

- Preparation of a Region budget and cash flow projection at the start of the year for review and sign off by the Board.
- Record all financial transactions in the Regions accounting system as well as maintaining a list of Region assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Board to review and act in a timely manner.
- Provide monthly profit and loss reports and balance sheet to the Board each month (generally presented at each Board meeting).
- Provide a list of payments for the previous month to the Board each Board meeting.
- Provide a list of revenues outstanding and payments to be made to the Board each Board meeting.

*Protect the Region's assets, cash and the volunteers who manage them*

- Implement financial management procedures which protect both the Region's funds and assets and the volunteers who handle them.
- Control the Region bank account(s), ensuring only those authorised are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- Ensure as much revenue as possible is collected using online payments.
- Ensure all approved expenditure is paid as when it falls due.
- Prepare list of honoraria as directed by the Board.
- Ensure all moneys due to the Region are collected.

### Financial reporting

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions meeting.

## Essential Skills and Requirements

- Enthusiastic and well organised.
- Ability to keep concise financial records in the Regions accounting system.
- Ability to allocate regular time periods to maintain the financial records of the Region.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book-keeping experience preferred.
- Computer skills.

### *The Treasurer is required to:*

- Act in the best interest of the members.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteer's "working with children" check.

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.

## End of Term hand over

### *Updating key documents*

At the end of each term, a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Region Secretary prior to the Annual General Meeting each year.

### *Induction of the incoming Treasurer*

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.