

SA Masters Athletics Inc

Job Description - TREASURER

Main Purpose

To maintain an accurate record of the Club's financial performance and position and report the financial results to the committee on a monthly basis.

Annual Planner

February

- Prepare a draft budget for discussion at the February committee meeting. The budget should include a cash flow statement and income and expenditure forecast.

March

- Present the final budget at the March committee meeting.
- Conduct a count of fixed assets and equipment.

April

- Arrange for the Club's accounts to be audited.

June

- Present the Club's audited accounts at the AGM. The Income and Expenditure statement, Balance Sheet and Budget should be included in the package presented to the members.

October

- Conduct a count of fixed assets and equipment

Monthly Duties

- Receive money and deposit all income in cheque account and maintain a record of all income received.
- Pay supplier invoices in a timely manner and maintain a record of Club payments.
- Reconcile the cheque account.
- Update the fixed asset and equipment database.
- Prepare an Income and Expenditure statement and Balance Sheet for presentation at monthly committee meetings.
- Provide financial information to the committee on an ad hoc basis.