



CLUB TREASURER

The Treasurer is responsible for ensuring the Executive Board is empowered to manage the financial affairs of the club, that all financial transactions are collected and recorded in the club's accounts. Additionally, the Treasurer is responsible for the protection of the club's cash, assets, and the volunteers who handle them.

Ideally, the Club Treasurer has some background or expertise in financial management skills that involve standard accounting procedures. The Treasurer looks after the Club's accounts and ensures the Executive Board is not only briefed monthly but understands the overall financial status of the Club.

TERM SPECIFICS

The Club Treasurer serves for one year.

Expected hours per month: 12 (This is a calculated average.)

ESSENTIAL SKILLS & REQUIREMENTS

To successfully undertake the role of Treasurer, it requires the person to:

- Be diligent and detailed
- Work in a logical and orderly manner
- Have a good working knowledge of the club's rules and by-laws, and the duties of all board/committee members and subcommittees
- Attend all committee meetings
- Have financial accounting or bookkeeping experience
- Keep financial records in the club's accounting system on a monthly basis
- Allocate regular periods to maintain the financial records of the club
- Be diligent with the collection and recording of receipts and money, including reviewing member accounts on a monthly basis
- Act in the best interest of the members at all times
- Undertake the role in good faith and honesty.
- Be a registered non-athlete member of USA Swimming
- Complete Athlete Protection Training
- Complete a background check through USA Swimming



Duties - Financial Governance

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorized are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer where two signatories are required before payments can be made
- Ensure as much revenue as possible is collected using online payments
Limit cash payments and receivables to only when necessary
- Ensure all approved expenditure is paid as when it falls due
- Ensure all money due to the club are collected
- Accurately report on funds and funds usage that were received from government and/or other grants and submit the necessary financial statements
- Handle payroll and income tax for employees as necessary
- Collect necessary tax documents from the Aquatics Director, submit items to the accountant and file annual tax returns in a timely manner (due May of each year).
- Conduct full handover activities for incoming Treasurer to include review and revise their position description and any other policies and procedures for which they are responsible to ensure it continues to reflect the requirements of the role. As well as making themselves available for support and mentoring while the incoming Treasurer navigates their way through the first few months of their term.

Duties - Financial Reporting

- Meet with the Aquatics Director monthly to review and discuss the financial status of the organization and to develop a monthly report to be delivered to the Executive Board
- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the Executive Board
- Record all financial transactions in the club's accounting system as well as maintaining a list of club assets and liabilities. Have the monthly balance sheet and reconciliation signed by the treasurer and president.
- Issue receipts and promptly deposit all monies received
- Compare quarterly actual financial results to budgets for the same period and provide explanations for any variances for committee review and discussion
- Provide monthly profit and loss reports and balance sheets to the Executive Board
- Provide monthly a list of payments for the previous month to the Executive Board at each meeting
- Provide monthly a list of revenues outstanding and payments to be made to the Executive Board at each meeting



Duties - Financial Reporting Continued

- 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
- Prepare and present financial statements to any sports governing bodies as required.