



The Treasurer is the Chief Financial Officer of the Phoenix Basketball Club and is responsible for managing the Club's finances.

Treasurer

Responsible to

The Treasurer is elected by Phoenix members and is responsible to the President of Phoenix Basketball Club and its members.

Responsibilities and duties

- The Treasurer, with the approval of the committee of management, is responsible for the banking, security of petty cash, payments, the bank accounts, and the transfer of money between accounts
- Work with registrars and coaching coordinators to advise financial and non-financial members
- Present accounts to be paid to the monthly general meeting and overview of financial expenditure
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out.
- Keep a proper record of all payments and monies received
- Keep the association/club financial records up-to-date
- Yearly prepare the Annual Report for the

Auditor each January and when audited present to the AGM

- Yearly prepare a budget and monitor it carefully
- Ensure the information for an audit is prepared each year
- Arrange the audit

Knowledge and Skills required

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information needed for the annual audit
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution and bylaws.

Unless there are extenuating circumstances, attendance at a minimum of two in every three meetings is required or the position of Treasurer will be deemed vacant and available to be filled by someone else.

Thank you for volunteering your time to help our kids. If there are any issues, please don't hesitate to contact any of the Committee members, who will be able to help you.

... and don't forget to *Have fun!*