



## **Treasurer Position Description**

### **Introduction**

1. The Croquet Australia Board appoints the Treasurer who may or may not be a Director, either elected or appointed.
2. The Treasurer, together with two other Directors, is a signatory on the association's bank accounts, cheque accounts, and investment and loan facilities.
3. The Treasurer is responsible for the financial supervision and performance of Croquet Australia. The Treasurer is required to regularly report on the association's financial status to the Board to inform decision-making, mitigate financial risk, and ensure transparency for members.

### **Treasurer's Responsibilities**

3. Primary responsibilities for the role of Treasurer are the oversight of:
  - 3.1. Coordination of the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.
  - 3.2. Maintenance of up to date records of all income and expenditure over the course of the year.
  - 3.3. Management of the association's cash flow including issuing receipts, depositing all monies received in the association's bank account and approving payments promptly.
  - 3.4. Preparation and distribution of invoices/accounts for services rendered.
  - 3.5. Provision of a financial report at each committee meeting to support strategic planning and decision-making
  - 3.6. Submission of tax returns and income tax payments for any paid employee
  - 3.7. Management of employee payrolls as required
  - 3.8. Reporting of financial activities to the membership at the AGM.
  - 3.9. Preparation of financial accounts for annual or more frequent auditing, and providing the auditor with information as required
  - 3.10. Acquittance of funds received from government grants and submission of the necessary financial statements where requested
  - 3.11. Preparation of all necessary financial statements for inclusion in the annual report
  - 3.12. Coordination with the Secretary to keep accurate records of all membership payments
4. If the Treasurer is a Director, they have also all the responsibilities of other Board members as described in the Board Director Position Description