

Accountability

- JJJFC President

Hours _____ / **Week – Month - Season**

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true, and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- The Treasurer shall be responsible for ensuring all players are financial, for all matters relating to finances within the club and will be responsible for ensuring the financial viability of the club.
- Together with the President, put together a realistic and achievable budget for the season.
- Receive all monies into the club and issue receipts for same, bank all monies as soon as is practical.
- Obtain approval at committee meetings for the payment of any assets and any running costs of the club, and file receipts.
- Present a written true and accurate record of finances to the committee at monthly meetings.
- Present all financial accounts together with receipts annually to the club auditor prior to the AGM each year.
- Issue Uniform Manager and Canteen Manager with necessary floats and ensure collection of same.
- Maintain the Club's Public Liability Insurance so that it is current.
- Make sure the Asset Register is up to date.
- Provide a summary of income and expenditure via written Treasurer's Report at the Annual General Meeting of each year.
- Receive all incoming correspondence and pass it onto the appropriate person as soon as practical.
- Record all incoming correspondence and report to the committee with a true and accurate list each meeting.
- Manage Portfolio as set down by the committee.

Relationships

- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders

Reporting

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.