

# Ringwood Golf Club

## Position Description



## Treasurer

### Rules of Association 2019:

**“Rule 32 – Funds - The Treasurer of the Club must:**

- a. collect and receive all monies due to the Club, and make all payments authorised by the Club;
- b. keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.”

### Specific responsibilities:

The Treasurer:

1. Is responsible to the Committee for supervision and control of all incomes and expenditure of the club, for the financial operation of the club and for safeguarding its assets.
2. Establishes the necessary budgeting process, accounting and control procedures for proper financial management.
3. Ensures financial records are ready and available for audit.
4. Prepares financial statements and reports for committee meetings.
5. Investigates and advises on sources of revenue and expenditure.
6. Ensures all assets and other insurable risks are adequately covered by insurance and that appropriate registers are kept of all club assets.
7. Recommends to the Committee the level of members’ subscriptions, charges and other income required to finance the operation of the club.

### Practical considerations:

- The Treasurer is given authority by the Committee to draw cheques without the necessity for prior committee approval for day to day expediency.

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- It is fundamental that takings are banked intact and payments are made by cheque. Where minor amounts (less than \$50.00) are required a proper 'petty cash' system should be used.
- It will be necessary to implement and maintain sound accounting systems. The Ringwood Golf Club currently uses QuickBooks V8.1.

### **Membership Registrar**

Membership records need to be maintained by the Treasurer (or an assistant, responsible to the Treasurer).

This will include:

1. Keeping records of all members, including contact details and invoice details up to date.
2. Producing and issuing invoices at end of year (September 30) to all members via email and post (for those without email addresses). Record subsequent fees received.
3. Produce a list of unpaid members at October 31 for Secretary for updating MiClub and Bar Levies. Notify Secretary of all late payments in November.
4. Record Competition Fees paid in advance (from invoice). Pass information on to Handicapper(s).
5. Enter new members into Accounting System, recording any joining fees paid.
6. Produce pro rata fees invoice for new member(s) and pass on to Treasurer to be emailed to member(s).
7. Answer any queries related to membership status.