



Young Rugby Union Football Club Inc.

ABN 32 158 095 763
PO BOX 330, YOUNG NSW 2594

POSITION DESCRIPTION 2015 YOUNG RUGBY CLUB COMMITTEE

TREASURER

The Treasurer looks after the club's accounts and financial dealings, reporting to the Management Committee. A club cannot function without handling money, so it goes without saying this is a crucial role.

Ideally you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, GST returns and rules, and investment
- Arithmetically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- Good with a computer and the relevant programs
- Aware and decisive

What you'll do:

- Look after the club's finances to make money work for the club
- Know exactly where the club stands financially at any time, and keep the committee informed of any trends and issues
- Recommend the financial policies for the club (eg payment of expenses)
- Plan and monitor a budget each year
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep adequate records of any transactions
- Manage the club investment portfolio (if relevant)
- Prepare and submit any statutory documents needed (e.g. GST, tax, PAYE returns, grant aid reports)
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees

How much time it will take up:

Around 2 hours a week, rising at financial year end.

What you'll get out of it:

Although you'll already need to be financially literate, this is a great way to keep those skills sharp with a relatively minor time commitment. You'll be fulfilling a respected role in the community and providing a vital service to the club.