



## IVANHOE LADIES' GOLF CLUB

### ROLE OF TREASURER

The Treasurer's role will include all of the following tasks:

- Ensure that adequate accounts and records exist regarding the club's financial transactions including accurate and up-to-date records of all income and expenditure.
- Co-ordinate the preparation of a budget and monitor it.
- Issue receipts and promptly deposit all money received in the club's bank account.
- Make all approved payments and invoice groups/members promptly.
- Act as the signatory to the club's bank accounts, cheque accounts, investments and loan facilities (with at least one other committee member).
- Manage the club's cash flow and be accountable for the club's petty cash.
- Prepare and present regular financial statements to the committee at meetings.
- Negotiate with banks for overdraft facilities and loan facilities where required by the committee.
- Prepare an annual financial report and present it to the Annual General Meeting of the club.
- Following the AGM lodge the annual financial report with Consumer Affairs Victoria.