



## **Greendale Tennis Club Inc.**

**P.O Box 7198**

**Taradale**

**Napier 4141**

**Hawke's Bay**

### **Treasurer**

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

#### **Desirable Attributes:**

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

#### **Specific duties include but are not limited to:**

- Provide advice to the Committee in their management of the Club finances;
- Administer all financial affairs of the Club;
- Prepare monthly financial reports and present at monthly committee meetings;
- Prepare the Annual Accounts to 31 May and Report and present at the Club's AGM;
- Support the appointed Auditor in the annual Audit of the Club's Annual Accounts;
- Reconcile the bank account on a daily basis;
- Bank all monies received;
- Raise invoices when required;
- Pay all accounts;
- Maintain accurate records of all income and expenditure;
- Keep accurate records of all membership payments;
- Be present at Opening Day to take membership registrations;
- Pay any wages and coach payments and remit PAYE to the IRD on time and file wage records with the IRD within 2 days of payment of wages;
- Complete the Club's GST Return and file with the IRD – twice a year – 30 November and 31 May;
- Review bank account balance and transfer any surplus funds from the operating account onto Term Deposit (via an approved Resolution by the Committee);
- Keep a register of the Club's fixed assets;
- Keep all records for the Club for 7 years;
- Be a signatory on the Club's bank account.