

SOUTHBANK TENNIS CLUB

Role Description - Treasurer

1. **BASIC FUNCTION:**

- a. Receive and bank monies from various activities
- b. Collect court hire monies from relevant venue/s
- c. Issue invoices and follow-up reminder notices for payment of membership fees
- d. Receipt and record payment of membership fees, including keeping record of who's paid, what categories, completion of enrolment forms, obtaining registration numbers etc
- e. Ensure completed enrolment forms for all paying members, with correct receipt numbers, are filed and maintained appropriately
- f. Maintain and regularly update the membership database
- g. Write cheques for payment of invoices, accounts, etc
- h. Record all receipts and payments in an appropriate cashbook, or computerised system
- i. Complete monthly bank reconciliation for presentation to Management Committee meetings
- j. Recommendations for adjustments to and refund of annual membership fees, etc provided to Management Committee
- k. Prepare and present an Annual Financial Report to each Annual General Meeting of the club, including arrangement for the annual accounts to be audited
- l. Prepare annual budget for approval by the Management Committee
- m. Liaison with banks and other organisations as required from time to time
- n. Review and contribute to the club's business plan regularly