

# Kingborough Gymnastics Committee Inc.

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## Treasurer of Kingborough Gymnastics Committee

The Treasurer is the chief financial management officer for the Kingborough Gymnastics Committee.

### **Responsible To**

The Treasurer is directly responsible to the President of the Kingborough Gymnastics Committee and the members of.

### **Responsibilities and Duties**

- Work with representative of the contractor to complete the following tasks
  - Prepare a budget and monitor it carefully
  - Keep the club's books up-to-date
  - Keep a proper record of all payments and monies received
  - Make sure financial reports are available and understood at all committee meetings
  - Show evidence that money received is banked and documentation provided for all money paid out
  - Ensure that information for an audit is prepared each year
  - Arrange the audit
  - Give Treasurer's report at regular meetings and when required
  - Produce an annual financial report
  - Send out accounts
  - Pay the bills

### **Knowledge and Skills Required**

- Well organized
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information which is required for the annual audit

### **Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer is one to two hours per week. The Treasurer is appointed for a 12 month period from the annual general meeting.

