

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.

