



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

PHONES: 4929 3441 – 4929 1307
FAX: 4929 1699
EMAIL ADDRESS: ndba@pacific.net.au
WEBSITE: www.ndba.com.au

ADDRESS ALL CORRESPONDENCE TO:
PO BOX 2199, DANGAR 2309

NDBA ADVISORY COMMITTEE PAMPHLET NO.009

THE DUTIES OF A CLUB TREASURER

The Treasurer whilst performing the duties as detailed, is responsible to the Board or Committee through the Secretary who is the Chief Administrative Officer as laid down by the Co-operation and the Companies Act. He is considered to be a member of the Executive in all Clubs.

The Treasurer exercises control over :-

1. All payments
2. All receipts
3. Bankings
4. All cash floats
5. Preparation of the Annual Budget
6. All Club accounts
7. All Club investments
8. The Treasurer shall prepare and submit to a meeting of the Board (at intervals of not more than three months) a statement in relation to each aspect of the Club's activities of the receipts of and payments made by the club during the period from the last such statement to the latest one. The statement shall be displayed in a conspicuous position in the club within 48 hours of its having been presented to the Board, together with any resolution passed by the board in relation thereto. The statement must be so displayed for at least 14 days.

Responsibilities

1. Maintain progressive stock records.
2. Reports monthly to the Management Committee or Board of Directors on all payments and receipts.
3. Keeps all supporting documents for payments and receipts properly filed and available for the Auditor at any time.
4. Reports immediately any discrepancies, however minor.
5. Payment of all monies by the club.
6. Maintain correct accounting of all receipts from all sources and ensure that they are properly accounted for and banked.
7. Maintain correct procedures regarding poker machine clearances and custody of all keys to the machines and ensure that procedures are rigidly observed and that all monies are accounted for and banked.
8. Balance and maintain all floats, including petty cash.
9. Reconcile monthly all bank accounts.
10. In conjunction with the Secretary, the Club Treasurer must ensure the correct lodgement of all necessary Statistical and Financial Returns as required by Law.

Payments

Ensure that:

1. All invoices or delivery slips are initialled by the person receiving the goods. The extensions must be checked.
2. Monthly statements are checked with the invoices and any necessary information where discrepancies occur are to be investigated.
3. Wages of staff are checked for proper calculations in accordance with the relevant award and all time and wages sheets to support payments are properly filled in and signed by each employee.
4. Group tax remittance and pay-roll tax returns are kept upto date.
5. A detailed statement of all payments for the month is submitted to the monthly Board Meeting or Committee and approved.
6. The bank statement or statements, as submitted, approved and signed by the Chairman is attached to the minutes of that meeting. (This is required on incorporation, by both Company and Co-operation Acts).
7. Monies disbursed are only for properly authorised purchases and services.

Receipts

(A) Bar and General

1. Subscriptions and other monies received are to be checked with the receipt book and prepared for banking.
2. Bar sales to be verified by comparison of till tapes and with cashless float – all discrepancies to be noted and significant variances should be investigated.

(B) Poker Machines

Be a member of the Poker Machine Committee and, in conjunction with the Secretary, is responsible to see:

- (a) That the keys are kept in proper custody, check clearance against meter records, check payouts against meter records, investigate any discrepancies and check that machines are properly opened and cash counted in accordance with procedures laid down.
- (b) That all clearance and payout records are recorded in the correct manner, as required by the Department of Liquor Gaming and Racing and that these records are kept securely for the required period.
- (c) That the poker machine report is presented to the board each month.

Note:

It is recommended that each club have a Finance Committee to assist the Treasurer when investigating proposals for income and expenditure.