

Treasurer Roles and Responsibilities

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

Overview of the Treasurer role

It is the duty of the Treasurer to ensure that the Club's finances are managed in accordance with the DAC requirements, that all money due to the Club is collected and received, that all payments authorised by the Club are made and that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

Specific responsibilities

In addition to the responsibilities set out in the Constitution, the Treasurer shall:

- I. Keep a detailed ledger of all receipts and payments transacted, in the approved accounting system.
- II. Draft an annual budget for the Centre for consideration by the Committee.
- III. Review and make recommendations to the Committee about membership, hire and other fees.
- IV. Issue receipts for all monies received, including internal income e.g. canteen, fundraising etc.
- V. Present at each Committee meeting, a full summary of receipts and expenses, the bank balance, and anticipated expenses for review and ratification by the Committee.
- VI. Pay on invoice only (unless otherwise approved by the Committee), all accounts approved by the Committee for payment.
- VII. Arrange for the President, Secretary and Treasurer or other Committee member as approved by the Committee to act as signatories, with any two to sign on all Centre cheques.
- VIII. Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as reasonably possible after receipt.
- IX. Plan and implement all financial arrangements for Championships, Special Meets and any other promotions organised by the Centre.
- X. Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- XI. At the completion of each financial year arrange for the financial statements to be audited if required under the Associations Incorporation Act 2009 or independently reviewed as required under the Constitution.
- XII. In conjunction with the President and Secretary, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- XIII. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- XIV. Manage all insurance policies required for the Centre and equipment.
- XV. Maintain DAC asset/equipment register and arrange for proper disposal of assets when required.
- XVI. Establish an account or accounts with a suitable Bank or Financial Institution, including EFTOPS/credit card facilities.
- XVII. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- XVIII. Provide support, assistance and mentorship to other committee members as required.
- XIX. Regularly check and maintain the dactreasurer74@gmail.com account.