



## Responsibilities - TREASURER

- 1) Attend monthly member meetings (last Wednesday of the month) to collect cash and issue receipts.
- 2) Perform prompt banking of cash collected.
- 3) Act as signatory on Club bank accounts.
  - a) Hold Electronic banking token.
  - b) Arrange payment of authorised club expenditure and organise co-signatory. This is done via Bendigo Electronic Banking. The Bendigo smartphone app makes this task much easier. Once payment is set up email other signatories asking them to co-authorise.
  - c) When necessary, liaise with Bendigo Bank to add/remove signatories, and arrange payments of amounts above the electronic banking threshold of \$5,000 e.g. overseas dive charters.
- 4) Record Club receipts and payments in Quickbooks Online software. Attach copies of invoices/expense receipts to relevant expense items. This means all our receipts are stored in the cloud and are viewable by anyone with access to the Quickbooks Online file, including the Auditor.
- 5) Issue membership receipts and liaise with Membership Officer regarding membership renewals. Login [treasurer@nautilus-scuba.net](mailto:treasurer@nautilus-scuba.net) (Password to be advised).
- 6) Prepare (at least) monthly Bank Reconciliations. It is a lot easier if this is done weekly.
- 7) Circulate YTD Profit & Loss (This Year/Last Year) and Balance Sheet (This Year/Last Year) to committee members prior to monthly committee meetings. Quickbooks Online allows for this to be done on a scheduled email, so all that needs to be done is ensure the accounting file is up to date. Provide reports to other committee members on an ad hoc basis as required e.g. liaise with Social Events Officer for club dinners, Dive Coordinator for local charters and Overseas Trip Coordinator for overseas trips.

- 8) Attend monthly committee meeting (second Wednesday of each month) and provide brief overview of club financial position to committee. Discuss any upcoming expenditure. Ensure large or unusual amounts are “minuted” by Secretary.
- 9) Assist the committee in making decisions about financial and monetary issues and develop policies about club matters.
- 10) Be aware of existing club polices regarding membership renewals and whole of boat dive charters.
- 11) Be aware of upcoming expenditure. VERY IMPORTANT – Always ensure that the Club can pay its debts as and when they fall due.
- 12) Prepare 30 June Financial Statements prior to committee meeting in July (this is a tight timeframe but if the accounts are up to date the only adjustments required are for stock counts and depreciation). Present to July committee meeting and arrange signature (President and Treasurer). Deliver to Auditor along with USB stick of electronic records and folder containing paper records. Collect from Auditor and provide to President in time for July AGM (last Wednesday of July).
- 13) Prepare and deliver a “Treasurer’s Report” at the Club AGM (July).
- 14) Complete Department of Fair Trading Annual form (it will be posted to the Club’s PO Box and the Secretary should have it at the July committee meeting). Discuss and arrange signature by Secretary at August committee meeting. Attach Audited Financial Statements (including Auditor’s Report) and a cheque for annual fee and post to Department of Fair Trading within 28 days of AGM.
- 15) Remind members on 1 July that the membership renewals are due - \$70 if paid on or before 31 July or \$90 thereafter. This is done via a mail chimp mail out to the membership list ( [members@nautilus-scuba.net](mailto:members@nautilus-scuba.net)) and also via the Club facebook page. Request President to update the website membership page to include reminder. Mail Chimp login is [treasurer@nautilus-scuba.net](mailto:treasurer@nautilus-scuba.net) Password to be advised.
- 16) Monitor divers who sign up for trips and dinners to ensure they are in fact members.
- 17) Contribute to the Club facebook page, including administration – adding of new members and removal of members who post inappropriate material e.g. spam.