

South Auckland Rangers Association Football & Sports Club

Club Rules Job Description

Treasurer

Responsible to:

- President
- Club Board Members

The Treasurer is responsible for all financial administration of South Auckland Rangers Association Football Club and to provide regular monthly reports as required by the Board and the production of the annual Statement of Accounts for presentation and distribution to Club members

Responsibilities and Duties:

- Prepare and table an appropriate financial report at the Annual General Meeting, including Balance sheet and twelve months Profit and Loss statement
- Provide Appropriate support to the Year End auditors
- Produce an annual financial report
- Maintain accurate and appropriate financial records and provide monthly reports to the Board
- Collect and account for all monies due to the club including the reconciliation of the Club's bank accounts. Ensure accurate recording procedures are in place for the receipting of all income
- Attend to the prompt banking of all cash receipts. Cash received must be banked within 24 hours of receiving it
- Cash deposits must be receipted and the person's name to go on the deposit form
- Make timely payments to all club creditors. Seek approval from the President if early payment is required for Utilities to make use of discounts (i.e. Power bill, gas bill, water rates etc)
- Prepare all IRD returns relevant to PAYE, ACC and GST commitments of the club
- Attend monthly executive committee meetings and present Treasurer's report, including the analysis of monies received and payments made during the month
- Monthly bank reconciliations
- Regularly review this Job Description and ensure it remains appropriate. Also ensure the next person taking over the role is prepared and trained and the transfer is completed smoothly with the minimum of disruption
- Manage the Club Database
- Review own position description to ensure accuracy and add or delete as appropriate

Skills Required:

- Be punctual and well organised
- Keep well maintained accounts
- Work in a logical and methodical manner
- Be aware of information which is necessary to be kept for the audit

Position Held By:

Signature:

Date Signed.



Updated October 2025



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