

## SA MASTERS ATHLETICS INC

### Job Description -TREASURER.

#### Main Purpose

To maintain an accurate record of the Clubs financial performance and report the financial results to the committee on a bi-monthly basis.

#### Yearly Planner

##### January

Prepare a draft budget for discussion at the committee meeting. The budget should include a cash flow statement and income and expenditure forecast.

##### March

Present the final budget at the committee meeting  
Arrange for the Club,s accounts to be audited.  
Conduct a count of fixed assets and equipment.

##### JUNE

Present the Clubs audited accounts at the Annual General Meeting . The Income and Expenditure Statement ,Balance Sheet, and Budget Cash flow statement and Statement by members of the Committee.

##### OCTOBER

Conduct a count of fixed assets and equipment.

#### Duties.

Cash and Cheques received to be deposited promptly in the cheque accounts.

All cash and cheques handed to Treasurer a receipt must be raised.

Record monies received by direct credit .

Advise Registrar of monies received by direct credit for subscriptions.

Members name .Amount Received ,date received.

Pay SAMA members requests for reimbursement of expenses and suppliers invoices in a timely manner .

**Security codes to be used for initiation and approval of payments**

Prepare reconciliation of Members subscriptions reports from the Registrar with the General Ledger. Make necessary adjustments.

Update the fixed asset and equipment database

A count is conducted in March & October.

Prepare income and Expenditure statement incorporating actual to budget and (Month to date and Year to date)

Maintain Uniform stock report (Monthly ) Obtain items sold from Uniform Officer.

Reconcile the bank accounts on a regular basis.

Provide financial information to the committee on an ad hoc basis.