



North West Junior Soccer Association Inc.

P.O. Box 2387
Port Adelaide
SA 5015

ABN: 92 023 591 876

<http://www.nwjsa.org.au>

Affiliated with the S.A. Junior Soccer Association Inc.

NWJSA TREASURER ROLE

Responsibilities and duties:

The Treasurer should:

- prepare a budget and monitor it carefully
- keep the club's books up-to-date
- keep a proper record of all payments and monies received
- make sure financial reports are available and understood at all meetings
- show evidence that money received is banked and documentation provided for all money paid out
- ensure that information for an audit is prepared each year
- arrange the audit
- table Treasurer's report when required
- produce an annual financial report
- send out accounts
- pay the bills

Knowledge and skills required:

Ideally the Treasurer is someone who is:

- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- able to work in a logical orderly manner
- aware of information, which is needed to be kept for the annual audit