James Cook University Rugby League Club Inc

Treasurer Job Description

**Financial Records**

Prepare Financials (Profit and Loss and Balance Sheet ) for the club. Generally the financials are prepared from time to time as required for meetings etc.

The club has a financial year end of 30th September. The accounts must be prepared and audited in time for the TDRL AGM ( generally held in November each year ). The auditors are Moore Stephens.

Once completed the Audited financials must also be sent to the Office of Fair Trading along with the appropriate form and fee.

**Banking**

The URL bank account is held with the QCCU. We have cheque books and there is also an online facility set up for payments. Both cheques and online payments require two signatories.

Treasurer is responsible for banking all funds received from home games and other various sponsor cheques etc.

**Payments**

Treasurer is responsible for the payments ( cheque or online ), with a second signatory/authoriser the approving the payment.

Responsible for calculating player payments at year end

**Various**

Send out Sponsor invoices and follow up outstanding debtors

Organise yearly insurance cover

Assist with Player retention and Contract negotiations

Assist with game day activities in whatever capacity required on the day.