

*Hazelbrook Football Club
Management Committee Duties*

*Position Portfolio
Treasurer*

- The Treasurer is the custodian of the Club funds.
- The duties of the Treasurer are to collect registration fees, subscriptions, canteen takings, sponsorship payments equipment sales, and any other monies received.
- A true record is required to be kept with an Income and Expenditure statement tabled at the Management Committee meeting.
- Issue receipts.
- Deposit monies into banking accounts promptly.
- Pay all accounts authorised by the Club.
- Forward books for audit annually prior to the Annual General Meeting. A full report to be submitted at the AGM
- Advise the Secretary of any unfinancial members.
- Ensure the Club is insured against theft, fire and loss.