

# Gisborne Dog Training Club

**Position :** Treasurer

## **Purpose of Role**

The club treasurer is responsible for managing the club's finances, ensuring they are kept accurate and transparent. This involves keeping track of income and expenses, and reporting on the club's financial health.

<p><b>Record Keeping</b> Ensuring that Xero is up to date, ensuring accuracy in all records and coding. Ensure that Show Secretary and Enrolment Coordinator are reconciling payments in an accurate and timely manner</p>	<p>To be checked on a weekly basis</p>
<p><b>Cash Handling</b> To keep cash handling to a minimum, encouraging members to pay by direct deposit into the Club bank account. Where this is not possible, ensuring that cash is deposited and recorded on Xero</p>	<p>Cash to be banked within 7 days of receipt</p>
<p><b>Payment Processing</b> When invoices and personal claim forms are received, they are entered into Xero and payments set up in the Club Account Dual authorisers are contacted once payments are set up for authorisation</p>	<p>Payments to be within 5 days of receipt of invoice</p>
<p><b>Financial Reporting</b> Profit and Loss reports are available for each Club meeting Annual reports are made available for AGM</p>	<p>Reports are available for meetings</p>
<p><b>Audit Preparation</b> Accounts are up to date and ready for the Club Auditor</p>	<p>End of January annually</p>
<p><b>Fundraising</b> Work with Committee Members to ensure that fundraising funds are managed safely and accurately</p>	<p>Cash to be banked within 7 days of receipt</p>
<p><b>Membership Fees/Course Fees</b> Ensure that records of members are kept safely including contact details as per the Constitution Annual Membership Fees are invoiced Course attendees pay their course fees <u>before</u> the course commences</p>	<p>Members are invoiced within 2 weeks of AGM and on going as they join the club Enrolment Coordinator and Trainers provide class lists to Treasurer to ensure this</p>
<p><b>Grants</b> Ensuring expenditure of any Grant income within the terms of the Grant. Provide financial reports to Grant organisation as required</p>	<p>Monitor as required</p>

<b>Communication</b>	
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Ensuring accurate and timely communication with members, vendors, Committee and Auditor about payments, reporting and information.

### **Additional Considerations for the Treasurer Role**

- **Time Commitment**

The Treasurer must ensure that invoices are paid within terms and conditions of the vendor.

Members requiring reimbursement for expenses also must be paid within two weeks of their claim – unless the amount is significant and then they will be paid immediately.

The Treasurer's role requires weekly attention to emails, Xero reconciliations and payment of invoices/claims.

Membership invoicing and checking on reconciliations would also be checked on a weekly basis.

- **Skills:**

Ideally, the treasurer will be well-organized, able to keep good records, and able to work in a logical and orderly manner and have a good understanding of Xero.

- **Taxation:**

The treasurer should be aware of any relevant taxation issues, such as Goods and Services Tax (GST), and seek appropriate advice if needed.

### **TREASURERS DUTIES RELATING TO SHOWS**

#### **Prior to Show**

Pay for Dog world Schedules (account will be sent)

Reimburse Judge or Club Member for airfares booked and paid for

(any other judges expenses are paid on show day – not before in case they don't get to the show)

Pay invoice for Ribbons

#### **Moneys required for Show**

Cash Prize money for obedience and agility – excel spreadsheet has a breakdown to enable request to be sent to the bank and arrange for two signatories to sign at the bank & collect the cash

Float for Raffle

Cash for any Judges/stewards that have requested cash

#### **Day of Show**

Ensure all judges and stewards have been paid their expenses as per their contracts. If no amount stated on contract then check with the person what their costs are.

Ensure someone is responsible for collecting and holding any cash from raffle, catering and ensure that this is banked within 7 days.

**After Show**

Bank catering and raffle money to be reconciled in Xero

Re-bank any prize money not required and reconciled in Xero

Prior to preparing Profit & Loss report to present to the committee, ensure Xero is completely reconciled and all Show cash and refunds have been processed.

Present Profit and Loss report to committee