



PITTWATER BASEBALL CLUB.

POSITION: *TREASURER*

Description:

- Shall be responsible for the receipt, distribution and reconciliation of all monies of the Club.
- Shall keep appropriate records of account showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club.
- Shall report and prepare financial statements for the monthly Committee meetings on the financial affairs of the Club.
- Shall be responsible for the banking of all Club monies.
- Shall be a signatory on the Club bank accounts and investments.
- Shall prepare an annual statement of account and annual balance sheet for presentation at the Annual General Meeting (duly audited) and a copy sent to the Department of Fair Trading for incorporation purpose within 3 months of the Annual General Meeting. Arrange for the President or Public Officer, whichever is applicable, to sign such document.
- Ensure all expenditure is signed for approval by either President, Vice President or Secretary.

