



Club president

Moreton City Excelsior Football Club

Committee Position – Treasurer

The duties of the Treasurer shall be:

- The Treasurer will sit on the management committee.
- To keep a true and correct record of the finances of the Club.
- To prepare a state of receipts and expenditure for presentation to the company Auditors
- To liaise with Auditors to finalise accounts for presentation at AGM.
- To receive, record and pay invoices/claims made on the club.
- Assist to Prepare quarterly GST claims.
- Pay MCE staff in line with contractual agreements.
- To ensure that a Statement of finances is presented at each Management Committee meeting.
- To prepare and maintain, as required by the President and the Executive committee, a senior team player budget in conjunction with club president and other appointees of the executive committee.
- To ensure that each income producing facility of the club is accounted for separately.
- To ensure that the club, executive members, members and players are sufficiently covered by insurance as required by law.

