

## **ROLE DESCRIPTION –TREASURER**

*as of 28<sup>th</sup> February 2016*

1. Ensure Levies are received for all eligible tournaments
2. Report total of levies collected since last meeting, at meetings
3. Manage the Scrabble NSW cheque book and write cheques when necessary
4. Pay invoices and record GST components
5. Submit quarterly BAS statements
6. Report on GST reimbursement since last meeting
7. At meetings, report (i) money in operating account (ii) current moneys earmarked (iii) money invested with IRT
8. Report at meetings component of account which is earmarked as raffle income
10. Report on profit or loss on tournaments run by Scrabble NSW since last meeting
11. Maintain spreadsheet to monitor levies, raffle income, GST refunds and profit/loss on NSW tournaments
12. Prepare Annual Budget Report for the AGM in October each year
13. Provide General Ledger figures for annual ATO statement to Joanne Craig
14. Refund expenses incurred by committee members or members as appropriate