



BMXV TREASURER –DESCRIPTION OF DUTIES

Attend Board meetings once a month. Prepare monthly financial report for the Board meeting.

Deposit cash and cheques from time to time as required. The deposits are recorded in MYOB and then banked. This can be done at the ATM machine [so it doesn't need to be done during bank hours].

Pay outstanding invoices promptly either via cheque or EFT – 2 signatories required, following Board approval.

Invoice Victorian BMX Clubs from time to time for eg. 3 Ride Permits, rider levies, etc.

Invoice BMX clubs on 1 July for association fees [based on number of licensed riders in club as at 30 June].

File paperwork and keep good records.

Prepare the accounts for the calendar year for the Auditor. Usually submitted by March the following year to give time for year-end adjustments and the Auditor time to finalize for Annual General Meeting [AGM] in May.

Prepare a Treasurer's Report including financial reports for Council Meetings [2 per annum] and the AGM.

Prepare a budget for the next financial/calendar year - around November.

Assist with Board members with budget requirements.

Liaise with Secretary/President as required regarding various financial matters.