



Licensed Clubs Darts Association Executive Committee Duty Statement Assistant Treasurer

1. Purpose

This executive committee position statement is to provide an outline the duties and responsibilities of office holder of the Assistant Treasurer of the Licensed Club Darts Association.

2. Remuneration

The is voluntary.

3. Special requirements

- Required to be a financial member of LCDA.
- To be elected at an AGM and approved by current Executive Committee members.

4. Restrictions

The position may not be held by a person who is insolvent or convicted of an offence under the Associations and Incorporations act 1985.

5. Term of office

- The elected person will serve the position of Assistant Treasurer for two years (24 months)
- Should the position not be filled at the AGM the current position holder will continue to stand until a candidate is found.
- The elected shall be available to accept the position of Treasurer in the event the position is vacated during the term.

6. Duties

The duty of the Assistant Treasurer is to assist the Treasurer is to manage the financial affairs of Licensed Club Darts Association in accordance with the club constitution and rules.

Meetings

- Attend all committee meetings
- Present a financial report at committee meetings.
- Present a financial report at AGM.

**Accounting club funds**

- Collections of annual membership fees.
- Collection of raffle, bingo machine, fund raising monies.
- Reconcile bar takings as per till tapes.
- Reconcile bar float.
- Issue receipts for monies received.

Payment of accounts

- Receive all accounts from suppliers.
- Pay all suppliers accounts with preference to using electronic transfer.
- Ensure all supporting documents are filed for Auditing purposes.
- Ensure club insurances are financially current and fit for purpose.

Manage bank accounts.

- Bank all monies received into the appropriate account.
- Reconcile the club ledgers to the bank accounts every month.
- Select and organize three (3) authorized signatories for banking and transactions.

Consumer and business affairs

- Record details of instant bingo tickets
- Maintain records of bingo tickets for Consumer and Business Affairs auditing purposes.

Auditing

- Prepare and present the club books and records to the nominated club auditor.
- Complete annual bingo ticket returns to the regulatory auditor.

-000-