

## TREASURER

**The role of a Treasurer of Noarlunga Little Athletics Centre incorporates the following:**

- To attend committee meetings when available and to provide opinions and vote on various issues.
- Maintaining accounting journals to accurately record all Centre Income and Expenditure.
- Providing a report to the committee when the committee meets.
- Having available at each meet a suitable cash float for each point of sales.
- Obtaining all moneys from each meet that has been from the sale of Uniforms, Canteen and any other means.
- With other members of the Executive Committee, conduct a current account with a suitable Financial Institution for the purpose of the payment of any of the authorized outgoings of the centre.
- Preparing an Annual Budget.
- Keeping a true account of all Assets and Liabilities.
- In accordance with the SALAA Constitution, forward audited Financial Statement to SALAA following the Centre AGM.
- Paying of all accounts and bills that have been authorized by the committee.
- To assist in the setting up and packing up at each meet.
- To assist at events hosted by NLAC eg. Cross Country, Presentations, Fund raisers, etc.
- To make new families to NLAC feel welcome and guide them through their first weeks.