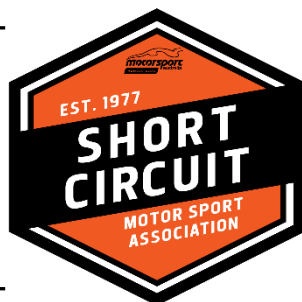


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

President: Moss Lane
Vice-President: Dan O'Mara
Secretary: Charlotte Kelly
Treasurer: Cassie Lepp
ABN 52 502 752 630
www.scmsa.com.au



PO Box 2456
Toowoomba Qld 4350
Mobile: 0494 081 612
secretary@scmsa.com.au

Role Description: Treasurer of the Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Treasurer is responsible for managing the association's finances responsibly and transparently, ensuring compliance with legal requirements and the association's constitution. This role plays a critical part in maintaining the financial health of the association, enabling it to achieve its goals and support its community initiatives.

Key Responsibilities

1. Financial Management

- a. Oversee all financial transactions, ensuring they are accurately recorded and transparently reported.
- b. Prepare and present budgets, financial reports, and forecasts to the Management Committee to aid in strategic decision-making.
- c. Manage the association's petty cash, maintaining an up-to-date petty cash book where applicable.
- d. Document all payments made, including receipts, invoices, and statements.
- e. Maintain and reconcile all deposit and cheque books.

2. Compliance

Page 1 of 4

Clubs affiliated with SCMSA

Downs Motorsport Club - Lotus Club of Qld
Ipswich West Moreton Auto Club
Tamworth Sporting Car Club - Millmerran Auto Club



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- a. Ensure compliance with financial reporting obligations under the Incorporated Associations Act 1981, Motorsport Australia, and any other applicable regulations.
- b. Manage the preparation and lodgement of annual financial statements and audits, as required by law.
- c. Acquit funds received from government grants and submit the necessary financial statements.

3. Record Keeping

- a. Maintain accurate and comprehensive financial records, including receipts, payments, and bank reconciliations.
- b. Keep and maintain an up-to-date asset register for the association.
- c. Provide an annual asset report as part of the end-of-year financial summary.
- d. Ensure all funds are promptly deposited into the association's approved bank account.

4. Financial Oversight

- a. Provide quarterly financial reports to the Management Committee, ensuring clarity on the financial position and performance of the association.
- b. Deliver detailed financial reports following each event.
- c. Prepare and present an end-of-year financial report at the Annual General Meeting (AGM).
- d. Monitor the financial health of the association, advising the Management Committee on budgeting, expenditure, fundraising opportunities, and potential risks.
- e. Ensure all payments are approved or ratified by the Management Committee and documented in the meeting minutes.

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5. Budgeting

- a. Collaborate with the Management Committee to prepare and manage the annual budget, ensuring it aligns with the association's strategic goals.
- b. Regularly review and update budgetary plans to reflect the association's financial performance and priorities.

Skills and Attributes Required

- A sound understanding of financial management principles and practices.
- Familiarity with the **Incorporated Associations Act 1981** and Motorsport Australia's financial reporting requirements.
- Strong organizational skills and attention to detail.
- Ability to communicate financial information clearly to the Management Committee and stakeholders.
- Proficiency in financial software or spreadsheets to maintain accurate records and reports.

Accountability

The Treasurer is accountable to the Management Committee and must ensure that the association's financial activities comply with legal requirements and support its long-term sustainability.

Performance Standards

- All financial records are accurately maintained and up-to-date.
- Regular, transparent, and detailed financial reports are presented as scheduled.
- The annual budget is prepared collaboratively and approved by the Management Committee.
- Compliance with all statutory reporting and financial obligations is achieved without delays.
- Financial risks are identified, monitored, and effectively communicated to the Management Committee.

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This comprehensive role description ensures clarity of responsibilities and expectations for the Treasurer, supporting the effective management of the Short Circuit Motor Sport Association Inc.'s financial resources.

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