

# PHOS Camden (Junior) Football Club

## Duty Statement – Junior Treasurer



1. Name of Position	Junior Treasurer
2. Who the Position Reports to	Junior Committee
3. Where the Position is Located	PHOS Camden Junior Football Club
4. General Description of the Position	To ensure that a financial management system and reporting system is put in place and operable so the Junior committee has an accurate, true and correct understanding of the financial status of the Junior Club at all times
5. Responsibilities	
<ul style="list-style-type: none"><li>• Prepare the annual budget of the Junior Club for presentation to the Junior Committee and Senior Board.</li><li>• To invoice all players and collect fees of 100% of participants prior to the first game of each season.</li><li>• Along with the committee set and be in agreement as to the fee structure.</li><li>• Promptly attend to general banking activities.</li><li>• Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.</li><li>• Report monthly to the Junior Committee on budget performance.</li><li>• Report monthly outstanding Registration payments to the Junior Committee.</li><li>• Present all accounts for payment for approval to the Senior Board Treasurer.</li><li>• Ensure the Junior Club finances are correctly audited.</li><li>• Report activities of the portfolio to the Senior Board Treasurer for the Annual General Meeting.</li><li>• Assist other Committee members in their duties as required.</li><li>• Undertake tasks at the request of the President, Executive or Junior Committee or Senior Committee.</li></ul>	

This document was endorsed by the PHOS Camden (Junior) Football Club committee on 17<sup>th</sup> January 2018. It can be amended by the committee at any time, however in the absence of changes it will be reviewed again on 4th March 2022.