

Tuggeranong Netball Association



TUGGERANONG
NETBALL
ASSOCIATION INC

DUTY STATEMENT

Position:	Treasurer
Executive:	Yes

Duties

1. Maintain accurate records using MYOB showing the financial position of the Association.
2. Be responsible for all invoicing and the collection of monies due to the Association and for payment of accounts.
4. Submit a financial report to be read and inspected at meetings of the Association.
5. Be responsible for monitoring the payment of levies to Netball ACT.
6. Present to the Annual General Meeting a detailed financial statement in respect of the financial year.
7. Deliver books and financial records to auditor as required.
8. Assist with applications for Grants as required.