



DUTIES OF THE TREASURER.

The duties of the Treasurer shall include:

Responsibility for the collection and receipt of all monies due to the Association and make all payments authorized by the Association.

Keeping correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

Preparing a proper statement of receipts and payments for the financial year to the last day of the month prior to a Committee meeting and its presentation to the Committee at that next Committee meeting.

Preparing the annual financial statement including the statement required under section 30(iii) of the Act and their submission after audit to the Committee and the annual general meeting.

(Taken directly from BBA Statement of Purpose Section 37)



TO: Secretary - Bendigo Baseball Association

From:

Subject: Nominations for the following Association Vacancies for Season 2016

I hereby nominate for the following BBA committee positions for season 2016;-

1.

Nominated by:

Signature:

Date:

I hereby accept nomination of the above position.

Nominee :

Signature:

Date:

