

EXECUTIVE COMMITTEE PORTFOLIO POSITION FINANCES (TREASURER)

2016

As a student representative and an Executive committee member, it is the portfolio holder's responsibility to grow themselves in management, education, teamwork and delegation through the various tasks outlined to them during their term.

Unless otherwise stated by the Executive Committee (Ex Officio members), the following document contains relevant information which will assist the portfolio holder to conduct their duties and also submit yearly reports. It is the responsibility of the portfolio holder to:

- Organise and maintain the finances of the Maties Underwater Club in accordance to; and with Stellenbosch University's Sport department.
- Make sure all payments: cash, electronic funds transfer (EFT) and student account are accounted for and recorded correctly.
- It is the Treasurers responsibility to meet with the respective sports manager assisting in processing payments on a fortnightly basis (Every two weeks).
- Once a month, all monies received (in the form of income) and paid (expenses) need to be compiled to keep for record purposes.
- As treasurer you will need to meet with the other committee executives to discuss and assist in the compiling and necessity of their respective budgets and our requests to access funds.
- **Find, assist, grow and train a replacement officer in due time before stepping down.**
- Responsible for the selection, coordination and management of a finance sub-committee.
- Responsible for answering emails and communicating with the necessary queries regarding finances, [on @sun.ac.za](mailto:finance@sun.ac.za).
- Present main points of yearly financial report at the AGM.
- Write-up a finance year report to be handed in before the AGM.
- Make sure the financial report correct correlates with each respective department within the Maties Underwater Club (Scuba, Spearo and Underwater Hockey).

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- The presiding budget and actuals income and expenditure of the club for the financial year must be submitted annually at the Annual General Meeting.
- Budgets for each following year must be set up by the Executive Committee and be revised on a continual basis under the guidance of the treasurer.
- Each portfolio must submit a budget to the treasurer within the commencement of the following financial year of Stellenbosch University.
- Club funds are generated from membership fees, livery fees, lessons, rentals, donations, sponsorships, fines, sales and specific projects which are approved by the Executive Committee.
- The financial year of the Club is from 1 January to 31 December.
- All club dives are processed on a weekly basis into the university ledger book after the necessary deductions to pay DM fees.
- All boat dives are processed individually according to the specific dive that occurred.
- Make sure an up to date record is kept along with proof of payments and the necessary application form of each member.
- All member application forms need to be processed and double checked.
- Student account payments need to be processed during the week period of the student's course taking place, not before or after the commencement of their course. (This excl. the membership fee amount.)

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SUB-COMMITTEE DUTIES:

Shop:

The nominated committee member will be held liable for all proceeds and events pertaining to the shop and its sales during the term of service this member serves in this position.

- It is the person in charge's responsibility to make sure the shop is fully functional and operational at all times.
- They need to ensure there is sufficient stock available to account for seasonal fluctuations in demand for certain products.
- Make sure all products and inventory are accounted for **at least** once a month. An extensive stock count needs to be done and records kept to ensure all stock is accounted for and not misplaced.
- In the event of inventory missing, the treasurer needs to be notified immediately along with the Chairman of the club, to ensure the necessary measures are put into place to take action against the parties involved in the misplacing of inventory.
- Any negligence against the maintenance and cleanliness of the shop will be the responsibility of the person running the shop. I.e. they will be held liable and are subject to disciplinary action.
- A general meeting needs to be organised between the shop and finance treasurer to update and inform the treasurer of any changes and or requests.
- All orders need to be discussed with the treasurer and taken forward to a general meeting between the Executive committee where a decision will be made to accept the request to purchase inventory.
- In the event of an order being placed and the amount is above R..... the order needs to be supported with three credible companies quotes in which the treasurer will submit the documentation to the sports department for further processing.
- Communication between the shop and the necessary departments within the club need to be facilitated by meeting when necessary to discuss ordering of certain items required by the respective departments.

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Bar:

The nominated committee member will be held liable for all proceeds and events pertaining to the bar and its sales during the term of service this member serves in this position.

- The member in charge of the bar will be held liable for the general upkeep and maintenance of the bar and bar area.
- No member other than the nominated committee member and/or executive committee member are allowed behind the bar at any time.
- In the event of having no one available to work a nominated member will be allowed to fill in this post if required to do so in the event of a function or the bar needing a barman.
- Make sure all products and inventory are accounted for **at least** once a month. An extensive stock count needs to be done and records kept to ensure all stock is accounted for and not misplaced.
- In the event of inventory missing, the treasurer needs to be notified immediately along with the Chairman of the club, to ensure the necessary measures are put into place to take action against the parties involved in the misplacing of inventory.
- Any negligence against the maintenance and cleanliness of the bar will be the responsibility of the person running the bar. I.e. they will be held liable and are subject to disciplinary action.
- This requires them to ensure all stock is stored neatly, the bar area is clean, the kitchen and sinks are clean and any items are packed away neatly and in their required places.
- A general meeting needs to be organised between the bar and finance treasurer to update and inform the treasurer of any changes and or requests for new stock to be ordered etc..
- All orders need to be discussed with the treasurer and taken forward to a general meeting between the Executive committee where a decision will be made to accept the request to purchase inventory.

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- In the event of an order being placed and the amount is above R..... the order needs to be supported with three credible companies quotes in which the treasurer will submit the documentation to the sports department for further processing.
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