



TAYLORS LAKES SPORTING CLUB Inc.

Registered No. A0001319X



Est. 1982

Providing the Local Community with facilities for Football, Netball, Cricket, Basketball, Tennis, Social Club, AusKick & Cricket Juniors.

OPPORTUNITY TO CONTRIBUTE POSITIVELY TO YOUR CLUB

Come be part of the Taylors Lakes Basketball Committee

The Basketball club is looking for a **VOLUNTEER** (unpaid) to take on the role of **TREASURER**.

The role would suit anyone over the age of 18, but particularly a retired person looking to help out a local community club;

Or,

A student, over 18, looking for hands on practical experience while undertaking a course such as Bookkeeping, Accountancy or Business Studies.

Once initial familiarisation with the role is completed the role will require approximately 2-3 hours of your time spread over a week. The role will be under the supervision of the Taylors Lakes Sporting Club Inc. Treasurer, Wendy D'Souza.

The role includes:

- receipt of invoices for payment and arranging payments online,
- maintaining records in QuickBooks,
- reconciliation of bank account,
- preparing quarterly BAS reports for referral to the Inc. Body,
- and delivering a report at a Committee meeting once a month.

There is no cash handling or cash reconciliation.

Support for any applicant taking up the role will be available from Treasurer Taylors Lakes Sporting Club, Wendy D'Souza, with assistance also available from Treasurer Taylors Lakes Football Club, Julie Chitsos, Treasurer Taylors Lakes Cricket Club, Jason Denny, Treasurer Taylors Lakes Tennis Club, Wendy D'Souza and Secretary Taylors Lakes Sporting Club Inc., John Rumbelow – so plenty of help available no matter your skill level.

More details relating to the Basketball Club can be found on their facebook page <https://www.facebook.com/profile.php?id=100052521892857>

Please contact the Secretary@tlsc.asn.au for Position Description and more information on roles specifics or to register your interest.

John Rumbelow
Secretary
Taylors Lakes Sporting Club Inc.
M. 0414 933 341

We are a Good Sports club

