



Treasurer

Role Description

Aims and Objectives

- To maintain accounting records for the club
- To prepare annual accounts each year and arrange for these to be audited
- To liaise with members, licensing authority and entrants

Duties and Responsibilities

Weekly

- Bank all monies received in respect of sales of equipment, SASA fees, ad-hoc quarterly receipts and any other sundry items all of which to be recorded in Cash Book. All payments whether by way of cheque or cash to be recorded in Cash Book.

Monthly

- On receipt of Bank Statement confirm entries with pay-in book which also details the various sources of income and any other credits received direct (e.g. Bank Interest. Debit items to be confirmed and outstanding cheques noted.
- From Bank Statements confirm that members are up to date either by way of Standing Orders or direct payments.

Annually

- Submit all books to Accountant in preparation of Annual Accounts for year ending 31 January. Deliver as much information as possible prior to that date – mid to end January – to allow for completion prior to Club AGM when certified accounts are presented.
- Prepare a Budget for the following year.

Committee

- To attend committee meetings and actively participate
- To contribute to the positive image of the club to high standards
- Present up to date Bank balance after allowing for credits un-banked and outstanding cheques. Provide estimate of pool hire invoices and any other known accounts not yet presented.

Further details of Treasurer Duties are defined in the Constitution: Section C7.0 Finance and Accounts.

Signed.....

Date.....

