



Roles and Responsibilities of the Treasurer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Captains and other club members/officers responsible for collecting membership, match fees and other associated income from social events and activities.

What is my role?

1. Member of the CHC Management Team (Chair, Secretary and Treasure).
2. Member of the CHC Club Committee.
3. To manage the finances of the club.
4. Keep detailed records of all accounts and make sure that the club operates within the annual budget.
5. Review and monitor membership and match fees and update Captains on players that require follow up on payments.
6. Manage Pitch bookings for the Hazelwick Astro
7. Attend the Committee meetings and AGM.
8. Hold bank account in the name of Crawley Hockey Club
9. Function as a primary signatory on the club account and appoint up to a maximum of 3 others as agreed by the Club Committee
10. Prepare annual balance, income and expenditure and other appropriate sheets for AGM.

What else can you tell me about the role?

The Treasurer must be well organized, able to keep accurate records in Excel.

Become proficient in the use of Pitchero and GMS

Careful when handling money, cheques, scrupulously honest, able to answer questions in meetings, confident in handling figures and prepared to take instant decisions when necessary.

What tasks are involved?

- Keeping up to date records of all financial transactions, reconcile expenditure and income.
- Review all invoices and maintain records of expenditure by supplier, notably Pitch Hire (ENNI/SchoolPlus), Payment Providers (Pitchero, GoCardless, StripeConnect), Jubilee Club, England Hockey, South-East Hockey.
- Payment of all invoices and monitoring of direct debits against invoices, ensuring funds are spent properly.
- Review of bank account to ensure integrity of accounts, for example ensuring no fraudulent payments from accounts and reconciliation of income vs expenditure.
- Set up Products on Pitchero, covering membership, match fees, tickets, donations, and other activities, provide updates to committee/captains where required.

- Record manual payments by members in Pitchero i.e. if a member has elected to pay the club via another means (bank payment/cash).
- Ensuring that all cash and cheques are promptly deposited in the bank and that bank transfers/online or other digital transactions are received.
- Manage booking and cancellation of any pitch bookings, assessing cost of pitch provision.
- Invoicing other clubs/individuals of Pitch bookings where appropriate
- Reporting regularly to the committee and AGM on the financial situation
- Preparing and arranging for year-end statement of accounts.
- Helping to prepare and submit any statutory documents e.g. grant aid reports.
- Involved in any requests for sponsorship.
- Working with the Chair to prepare an annual budget and forecast of expenditure to ensure that income, membership, and match fees cover the costs of the provision of hockey.

Training needed.

Training courses are available through the Sport England 'Running Sport' Programme- 'Funding for your Club' Course fees/travel costs will be paid for by the Club, when authorised by the Chair.

Hand over training required in CHC account details, Pitchero, GMS, Go-Cardless and Stripe by outgoing treasurer.

How much time will I need to give to the role?

Start of financial Year (1st May):

- Set up Membership and Match fees in Pitchero - 2 to 3 hours.
- Block booking for Hazelwick Astro pitch for forthcoming Season, Summer League, and Training – 1 hour.

During the month:

- Reconciliation of bank account income vs expenditure, review monthly invoices, payment of invoices, reviewing outstanding fees and update captains. Maintaining details of cost and income across each team. 2- 4 hours a week.
- Review of match fees in Pitchero, ensuring right fee is paid by each player, for example Associate Fee, Full fee, update Captains if any issues.
- Preparation of any reports pre committee meeting – 1 hour
- Attending Committee Meeting – 1.5 hours
- Set up of any additional products in Pitchero, for example Dinner Dance & Raffle Tickets, Donations.

Year End:

- Preparing accounts and producing recommendations of changes to Membership and match fees for following Season. – 7 – 14 hours

Where to go for help?

Club Chair, Club secretary, outgoing Treasurer for handover.

Updated March 2024

Next Review: April 2025