

# ROLES & RESPONSIBILITIES



## Club Treasurer

### Who will I be responsible to?

The Club Committee.

### Who will I be responsible for?

N/A

### What is the role of the Treasurer?

The main purpose of this job is to look after the finances of the club.

### What else can you tell me about the job?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures and prepared to take instant decisions when necessary.

### How much time will I need to give to the job?

Approximately two to three hours per week.

### What sort of tasks are involved?

Tasks will include:

- Collecting subscriptions and all money due to the organisation;
- Paying the bills and recording information;
- Keeping up-to-date records of all financial transactions;
- Ensuring that all cash and cheques are promptly deposited in the bank or building society;
- Ensuring that funds are spent properly;
- Issuing receipts for all money received and recording this information;
- Reporting regularly to the Committee on the financial position;
- Preparing a year end statement of accounts to present to the auditors;
- Arranging for the statement of accounts to be audited;
- Presenting a year-end financial report to the AGM;
- Financial planning, including producing an annual budget and monitoring it throughout the year;
- Helping to prepare and submit any statutory documents that are required (eg, VAT returns, PAYE and NI returns, grant aid reports).

Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly