



## Club Treasurer

**Reports to:** Club Committee

**Brief:** The Treasurer is a key role with responsibility for managing the club's accounts and finances.

### **Responsibilities:**

1. Receive money on behalf of the Club
2. Lodge all monies to the Club accounts
3. Keep a record of all transactions
4. Make payments by cheque
5. Use a lodgement book for lodgements
6. Retain bank statements and cheque stubs
7. Collect all fees due to the Club
8. Prepare Annual Financial Statement and Balance Sheet and present it to the Annual
9. Steer Committee decisions when drawing up a Budget for the coming year

**Guide:** The club treasurer has responsibility for the safe keeping of the funds of the Club. He/she is in a position to seek and to give advice on the best management of funds.

**Commitment:** 1-2 Hours per week