

Treasurer

The *treasurer* looks after the club accounts and financial dealings. They will report to the management committee. A club cannot function without handling money in an organised and 'financially sound' way, so this role within the club is a crucial one.

Ideally, you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules and investment is preferable;
- Mathematically sound;
- Careful and confident with figures, cash and cheques;
- A good record-keeper;
- IT literate (especially in the use of excel);
- Aware and decisive.

What you will do:

- Look after the club's finances;
- Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure;
- Plan and monitor a budget for the club each year;
- Prepare and present the end of year accounts at the annual general meeting;
- Deposit money and issue receipts promptly;
- Renew insurance annually;
- Make sure the club has paid relevant affiliation fees;
- Research and implement Community Amateur Sports Club (CASC) or charitable status where appropriate (www.cascinfo.co.uk);
- Ensure the accounts are audited for the annual general meeting.

How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings- although may take up additional time around club membership renewals and end of year financial accounts.

What you'll get out of it:

Although you may already be financially literate, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the club, while undertaking a respected role.