

## TREASURER

### Description

Committee member who looks after the club's accounts and financial dealings, responsible for handling the club's money in an organised manner.

### Skills Required

- Financially knowledgeable and mathematically sound
- Careful and confident with figures, cash and cheques
- Good record keeper
- IT Literate

### Main Duties

- Look after the club's finances, keeping accurate records of all income and expenditure.
- Know where the club stands financially and keep the committee informed of the club's financial position.
- Plan and monitor a budget for the club each year.
- Deposit money and issue receipts.
- Make sure the club has paid relevant affiliation fees.
- Prepare and present the end of year accounts at the annual general meeting.
- Ensure the accounts are audited for the annual general meeting.

### Time Required

This role usually takes less than 2 hour per month and there's no requirement to attend the club on a weekly basis.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_