



## **CLUB TREASURER**

### ***Role:***

To produce and manage club accounts and monitor finances

### ***Skills:***

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other accounts systems
- Reliable and honest

### ***Main Duties:***

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the management committee
- Ensure that all funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management committee

### ***Commitment:***

Ongoing responsibility for club accounts

### ***Benefits to Self:***

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_