

Role & Responsibilities of the Treasurer

Role:	Treasurer
Responsible to:	Committee through the chairperson
Role purpose:	To produce accounts and monitor finances to ensure the club, centre or committee remains solvent
Commitment:	1 – 2 hours per week plus committee meetings

Main Tasks:

- Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
- Produce a budget for the club, centre or committee
- Be responsible for the collection of monies and keep up to date records of accounts including receipts
- Provide regular reports to the committee
- Audit the books annually and produce a report for the AGM with the honorary auditors report

Skills required?

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money
- Similar experience in accounts is desirable
- Knowledge of spreadsheets

Resources to assist in role:

Club Matters

<http://www.sportenglandclubmatters.com/club-finances/>