

**Treasurer**

Role Description:

The main purpose of the treasurer is to look after all the club’s finances and make sure they are in proper order. The treasurer must be well organized, able to keep records and be careful when handling club money. It will also be the treasurers responsibility to report monthly finances to the club committee.

Commitment:

Approximately two to three hours per week.

Responsibilities:

* Collecting subscriptions and all money due to the organisation.
* Paying the bills and recording information
* Keeping up date records of all financial transactions.
* Ensuring that all cash and cheques are promptly deposited in the bank or building society.
* Ensuring that funds are spent properly
* Issuing receipts for all money received and recording this information.
* Reporting regularly to the committee on the financial position.
* Preparing a year end statement of accounts to present to the Auditors
* Arranging for the statement of accounts to be audited
* Presenting an end of year financial report to the AGM.
* Financial planning including producing an annual budget and monitoring it throughout the year.
* Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports).