

Role of Treasurer

RESPONSIBLE TO: Club Committee

MAIN DUTIES:



1. To be responsible for all club finances through ensuring adequate accounts and records exist.
2. To issue receipts and keep records of all monies received.
3. To plan the annual budget in agreement with the club committee, and monitor throughout the year.
4. To ensure that all funds are used appropriately.
5. To ensure prompt banking of funding.
6. To maintain up to date records of all transactions and records of income and expenditure.
7. To prepare year end accounts and present to the auditor/examiner, management committee and AGM.