CLUB LOGO / NAME



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| **ROLE TITLE:** | Treasurer |
| **RESPONSIBLE TO:** | The Club Management Committee |
| **SKILLS REQUIRED:** | * **Well organised** * **Able to keep records** * **Confident about handling figures and money** * **Honest** * **Prepared to make a regular time commitment** |

**MAIN DUTIES:**

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Attend committee meetings and present the budget report
7. Prepare the end of year accounts to present to the auditors
8. Plan the annual budget with the approval of the committee
9. Monitor the budget throughout the year.

**TIME COMMITMENT:** ………………………………………………………………………………………

**SIGNATURES: Treasurer** ……………………………………………………………...

**Date** …………………………………………………………………...

**President** ……………………………………………..…………

**Date** …………………………………………………………………...