



Role & Responsibilities – Club Treasurer

Role:	To organise and control club finances in accordance with the club constitution and committee decisions.
Status:	Volunteer
Elected at:	Club Annual General Meeting
Responsible to:	Club membership
Reports to:	Club Committee
Approximate time commitment:	Between two and four hours per week
Useful skills and experience:	Experience of keeping accounts or book-keeping and reporting financial information
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will re-imburse agreed out of pocket expenses

Responsibilities

- Keep up-to-date records of all Club financial transactions.
- Prepare a year-end statement of accounts for audit and presentation at the club Annual General Meeting.
- Present interim financial information to committee meetings.
- Produce and present an annual budget for consideration by the committee or Annual General Meeting.
- Establish procedures to ensure prompt receipt/payment of all monies owing/due.
- Ensure an attendance register is prepared and all subscriptions collected for each session.
- In conjunction with the Chairman and the Secretary ensure that official club records (constitution, annual accounts, club events, achievements, meetings, volunteer forms etc) are available for inspection.
- In conjunction with the Chairman and the Secretary maintain a database of members.
- In conjunction with the Chairman and the Secretary issue new members with a club Welcome Pack.
- Agree to and act on Club's Equity and Child Protection policies.
- Agree to the Club's Rules and Codes of Conduct.

Task List

- Ensure that all cash and cheques are promptly deposited/paid in the appropriate bank account.
- Arrange for the statement of accounts to be prepared and audited.
- Monitor income and expenditure in relation to the agreed annual budget and cash flow forecasts.
- Help to prepare and submit any statutory documents that are required (e.g. grant aid reports).
- Supervise the club fund-raising sub committee to suggest methods of fund-raising.
- Supervise the maintenance of a data base of club members.