# Club Treasurer

## Roles & Responsibilities

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| --- | --- |
| Version:  | **1** |
| Adopted on: | Pending  |
| Last reviewed on: | Pending |
| **Next review date:** | Pending |

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:** Well organised

Strong calculation/numeracy skills

Confident with handling money

Honest

**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
8. In agreement with the committee plan the annual budget
9. Monitor the budget throughout the year.

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

**SIGNATURES:**

**Treasurer** ……………………………………………………………...

**Date** …………………………………………………………………...

**Chair Person** ……………………………………………..…………

**Date** …………………………………………………………………...