

Treasurer

The Club Treasurer has responsibility for the safe-keeping of the funds of the club. S/he is responsible for recording all income and expenditure and for reporting on the financial position of the Club to the Club Executive Committee on an on-going basis. The treasurer should be able to tell committee at any time how much money the Club have, how much it expects to have and how much is needed to meet the club's obligations.

Roles and Responsibilities:

- The treasurer is at all times answerable to the Committee for the financial affairs of the club
- Sign all cheques and withdrawals
- Ensure all registrations are paid in full
- Give ample warning to the Committee should funds be dwindling
- When handing over, or taking over, give or seek any clarification necessary and ensure that the books are in order.

Essentials

1. Income book
2. Expenditure book
3. Invoice book
4. Receipt book

Duties

- Receive money – always issue a receipt
- Pay out money – only on receipt of invoice. Make all payments by cheque where possible
- Record keeping of all transactions is vital and should be kept updated
- All receipts and invoices should be kept in an orderly file
- Lodge all monies to club accounts
- Use a lodgement book for all lodgements
- Retain bank statements and cheque stubs
- Collect all fees due to the club
- Forward, through secretary, appropriate fees to appropriate bodies
- Prepare Annual Financial Statement for the AGM

The treasurer should make regular financial reports to the committee.

