**Club Treasurer**

**Role Description**

The overall role of the Treasurer is to ensure that all financial matters within the club are managed correctly and efficiently. They must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. They should have ultimate responsibility for financial matters within the club.

*Reports/accountable to*

* Chairperson/ Club/Executive Committee

**Responsibilities**

1. To ensure proper financial records and procedures are maintained.

* To oversee and present accounts and financial statements to the Club/Executive Committee on a monthly or quarterly basis.
* To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters
* To liaise with other committee members about financial matters
* To ensure compliance with relevant legislation

1. Financial planning and reporting

* To prepare a detailed Club financial budget at the beginning of each year, which should be agreed and accepted by the Club/Executive Committee
* To advise the Club/Executive Committee of the financial implications of strategic and operational plans
* To provide accurate and up to date assessment of the Club’s finances at Committee meetings
* To make presentations of accounts at the Club AGM

**Financial Management by Club Treasurer**

* All cheques must be supported by appropriate documentation and must be co-signed
* Electronic Payments must also be co-authorised.
* Connected persons should not be co-signatories.
* Keep cheque book secure.
* Do not sign blank cheques.
* Ensure mandates are up to date including removing former officers
* Petty cash must be controlled, and floats kept safely e.g. gate monies/ programs/ fundraising days etc

**Governance:**

* Individuals should not engage in transactions alone
* All  Sub-committees are accountable to the Executive including juvenile, fundraising, development  committees, etc
* Control purchasing, use Purchase Order book if club is large.
* Set Purchasing Limits
* Give Receipts – use prenumbered book e.g., ordering of Club gear etc
* No counting of cash or preparation of lodgements to be carried out alone
* Ensure approved and documented procedures are in place.
* Document and Minute key decisions – this will be done by the secretary at meeting but important it is completed
* Update of Policy documents – if none in place try and implement a simple document with these procedures around limits on purchasing , quotes required, sign of by committee required etc
* The Treasurer must not commit the Club to any expenditure for which prior approval has not been given and should also be in a position to give ample warning to the Club should funds be dwindling.

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| SKILLS | KNOWLEDGE |
| * Experience of financial control and budgeting * Experience of fundraising * Good communication and interpersonal skills * Good organisational skills with an eye for detail * Ability to work well with the Chairperson and the Committee * Ability to ensure decisions are taken and followed up * Ability to delegate key tasks to other officers where required * Good I.T. knowledge and understanding of accounting software | * **Be familiar with The official guide and all County by-laws** * **Clear and detailed knowledge of LGFA’s structures, rules, regulations and procedures at all levels of the Association** * **Clear and detailed knowledge of the LGFA’s coaching schemes and initiatives** * **Clear and detailed knowledge and management of financial systems and accounts in order to manage day to-day County Committee finances (in association with the Treasurer)** * **Working knowledge of IT related packages and systems** |

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| OTHER REQUIREMENTS |
| * Have time to do the job * Have a genuine interest in the Association * Be of good standing in the community |

**Key procedures/ steps to follow to assist with preparing annual accounts and day to day processes:**

* Year end for LGFA is the 31st of October.
* Income & Expenditure account and balance sheet must be presented at the AGM. AGM of clubs should be held each year before the 1st December
* Once approved, a copy of Accounts/Financial Statements must be submitted to the County Committee within 10 days of the AGM
* Setting budgets – this will help see what income/fundraising is needed throughout the year to cover expenses such as coaches/gear/referees’ costs etc
* Bank accounts – if you have taken over as treasurer in the Club you will to ensure that all records with bank are updated to the new name and address. Please contact the bank on what is required from them – usually photo id, utility bill with your address etc
* The above will also apply to Foireann and the Stripe account. You will need to be set up on this platform also which will require again photo id and utility bill for proof of address. Only and admin on Foireann can give you access to the Stripe section. Make sure that this is also reconciled every month and monies moved across to main account if funds available there. You can work together on this with Registrar of the Club.
* Bank reconciliations – try to complete these on a monthly basis or before every meeting that finance details are required.
* Income and expenditure records for year - If you are able to prepare this in excel this will be of help as you will be able to have your income and expenditure recorded here also and you can create different headings for certain expenditures. You can include your budget in here also. Template attached in Hub also.
* Balance Sheet
  + Bank accounts - show reconciled balance for all accounts listed. Make sure to include balances in Stripe and Universe
  + Debtors – this is made up monies that are due in that have not yet been lodged into bank but shown in your income account as due at year end. E.g., sponsorship, courses,
  + Creditors – this is made up of payments that are due to be paid and recorded in your expenditure account but not yet paid out of bank at year end e.g., pitch hire/ referee / refreshments not paid at year end 31st October but due for previous year
  + Reserves – generally this is the balance from previous years income and expenditure carried forward plus the current years profit/loss
  + The Total Net Assets should always match the Total Reserves in the Balance Sheet

Website links:

* Template Club Accounts - attached.
* Sports Bodies Tax Exemption website link:

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/sports-bodies-tax-exemption/index.aspx>

# Tax relief on donations to certain sports bodies

<https://www.revenue.ie/en/companies-and-charities/charities-and-sports-bodies/tax-relief-donations-certain-sporting-bodies/index.aspx>

# Register as a community amateur sports club (CASC)

<https://www.gov.uk/register-a-community-amateur-sports-club/register>

* Claiming Gift Aid as a CASC

<https://www.gov.uk/claim-gift-aid>

* Sports Funding Northern Ireland

<http://www.sportni.net/funding/>