



The Role of the Club Treasurer

Introduction

The Club Treasurer is a key role with responsibility for managing the club's accounts and finances.

Responsible to:

- The Lead Coach and Club Chairperson

Responsible for:

- Any authorised person(s) given the responsibility to receive/collect money on behalf of the club. This includes, but not limited to – Club Memberships, Subscriptions, Entry Fees, Fundraising, etc

Personal qualities and attributes:

- Well organised – able to keep up to date financial records
- Meticulous when handling money and cheques
- Scrupulously honest
- Able to answer questions of a financial nature in meetings

Roles and Responsibilities within the club:

- To look after the finances of the club
- Keep detailed written records of all accounts and make sure that the club operates within the annual budget
- Attend the Committee meetings and AGM
- Hold a bank account in the name of the club
- Act as a primary signatory on the club account (and appoint two others as agreed by the Club Committee)
- Prepare annual balance and profit & loss sheets for AGM
- Collecting subscriptions and all money due to the organisation
- Working with the Club Secretary to register players
- Keeping up date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank
- Paying bills and recording information, ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee and at AGM on the club's financial position

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Triple Crown Artistic Roller Skating Club

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- Preparing and arranging for year-end statement of accounts to be audited
 - Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
 - Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

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