

**Club Treasurer**  
(Guidance for clubs to adapt for their own use)

The Treasurer is the chief financial management officer for your club and is directly responsible to the President and members of the club. The Treasurer should also be the chair of the Finance Committee of the club (if one exists).

**Responsibilities:**

- Responsible for the management of the club finances in accordance with the decisions of the Executive Committee.
- Recommend action on financial matters to the committee.
- Collect subscriptions and all money due to the club.
- Pay bills on behalf of club and record the information.
- Keep up to date records of all financial transactions.
- Ensure all cash and cheques are promptly lodged to the club's account(s).
- Ensure funds are spent properly.
- Report regularly to the committee on the financial position of the club.
- Prepare and present accounts for the end-of-year financial report and audit.
- Financial planning including producing an annual budget and monitoring it throughout the year.
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and tax returns).
- Ensure the club pays all affiliation and competition fees.

**Knowledge and Skills Required**

Ideally the Treasurer should be:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records and manage financial records either manually or by computer
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

Estimated time commitment required

The estimated time commitment required as the Treasurer is \_\_\_\_\_ hours per week during the season and \_\_\_\_\_ hours per week out of season.