

Treasurer - Club Job Description

General Responsibilities

- To maintain an up to date statement of the WK-IVC accounts.
- To ensure that a summary of the cumulative and monthly accounts are made available to all committee members at each committee meeting. Such summaries to be distributed by post to those absent from a committee meeting.
- To draw attention to appropriate committee members of any significant trends re: underspend / overspend in specific areas in a timely period.
- To act as a signatory for WK-IVC cheques.
- To ensure that WK-IVC cheques are distributed to the appropriate recipients in a timely manner.
- To advise bank / building society of change of address and change of signatories.
- To oversee finances of individual events to ensure that such events are economically viable.
- To bank all cheques received and check bank statements.
- To ensure that an adequate balance is maintained within the bank account and arrange for transfers to / from building society account as required.
- To prepare Year end accounts and ensure that the accounts are audited prior to the AGM.
- To prepare proposed budget for the next financial year and seek agreement from the committee prior to the AGM.
- To present a written and verbal report to the AGM on the financial affairs of the club over the past year and to propose the budget for the following year.

Treasurers Calender

January

- Seek suitably qualified person to audit / inspect club accounts.

February

- Arrange for club accounts to be audited / inspected.
- Prepare budget for following year for presentation to committee.
- Agree budget and proposals for Subscription with committee.

April

- Present Accounts and budget to the AGM.
- Present Subscription proposals to the AGM (if agreed with committee)