



Totley Athletic Club – Committee roles

Treasurer

The function of the Totley AC treasurer is to keep an accurate record of the Club's income and expenditure, as well as ensuring that the Club's finances are maintained at a healthy level.

This involves:

- Receiving and banking income from membership fees, sales of kit, entry fees from races and any other source
- Paying bills and reimbursing members' expenses
- Providing a cash float for races
- Monitoring bank balances and reporting on bank balance and income and expenditure to the Committee at the monthly meetings. Alerting club officers to financial forecasts of income and expenditure and providing advice on whether the club can afford to do what club officers may wish for
- At the end of the financial year the Treasurer has to present all the financial records to the auditor and afterwards present the accounts to the members at the Annual General Meeting.
- Provide a financial plan for the coming year (and beyond if appropriate)

Updated January 2015