

## **Treasurer**

*The Club Treasurer is responsible for the managing the flow of money into the club and for allocating and recording how that money is spent to run the club. This is a vital role in a club as the Treasurer works to ensure the club is able to meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income exists.*

*The Treasurer also works in conjunction with the Committee in planning the development of the club e.g. creating annual budgets, estimating funds required for a capital project like a new facility and projecting membership and income for future years to contribute towards prudent planning of the club's future.*

### **Responsibilities:**

- Manage the club's income and expenditure and its assets and liabilities.
- Maintain the Totley AC bank account.
- Produce an end of year financial report.
- Identify a suitable individual to independently review the annual accounts.
- Regularly reporting back to the Committee on all financial matters.
- Efficient payment of invoices and bills.
- Proposing amendments to annual subscriptions as appropriate.
- Depositing cash and cheques that the club receives.
- Keeping up to date financial records.
- Liaising with Totley Sports and Social Club (Cricket and Football Clubs) on behalf of Totley AC.
- Attending to affiliations (YVAA, Northern Athletics, FRA, SYCAA, England Athletics etc).
- Ensuring insurance is up to date and relevant.
- Liaising with the Membership Secretary, especially at membership renewal.