



# Job Description

## Treasurer

The treasurer is responsible for the financial aspects of the club. He/she is to ensure that all receipts and expenses are recorded in the club accounts. He/She is the main contact point for matters relating to the Club's bank. He/She is responsible for reporting to the committee at the regular meetings the ongoing affairs and cash flow projections, and for presenting the annual accounts to the members at the Annual general meeting.

The following are aspects of the Treasurer's role :

### **Receipt of Fees and Misc cash from Membership Secretary or other sources.**

- Ensure cash & cheques tally with secretary's summary or other documentation.
- Sign and issue receipt to Membership Secretary
- Retain and file membership Secretary's summary sheets or other supporting docs.
- Record details in club ledgers.

### **Bankings**

- Prepare Bank slip for deposit of cash/cheques to Bank
- Deposit cash etc at bank
- Retain counterfoil of paying in book

### **Bank Mandate & Contact with Bank.**

- Responsible for ensuring details held on bank file are up to date
- Responsible for correspondence / contact with Bank

### **Bank Reconciliations**

- All Bank statements are to be retained.
- All receipts and payments out are to be cross checked with monthly bank statements.
- Any outstanding items are to be noted and chased up as appropriate

### **Payments Out**

- All payments to be recorded in ledgers.
- All cheques require two signatories – as per mandate
- All wages slips received from staff are to have been authorised by Head Teacher prior to payment.
- All invoices/ dockets are to be retained and filed



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## Reporting

- Report of financial position is to be made at each committee meeting
  - Full Year End statement is to be produced for Annual General Meeting
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Signed ..... Date.....

Chairman ..... Date.....