



Role – Treasurer

The following information has been adapted from Aqua forces 'Good Club Guide' in order for those in the roles mentioned, to have a better understanding of their responsibilities.

Role of the Treasurer:

The Treasurer of the club is responsible for producing and managing the club's accounts and finances, and should report to the Club Chairperson. This role will include being responsible for all income and expenditure for the club.

Duties of a Treasurer:

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all monies received
- To plan the annual budget in agreement with the club committee, and monitor throughout the year
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor and management committee and AGM.

Commitment:

Attendance at all Committee Meeting's where possible, also ongoing budget and financial responsibilities.