



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.

Typical responsibilities:

Managing the club’s income and expenditure and its assets and liabilities

- Ensure any proposed income or spend meets clubs’ rules, policies and constitution and advise committee of any issues
- Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
- Have admin rights to all systems which receives or collects club funds or payments
- Regularly reporting back to the club committee on all financial matters
- Determine club plans with a financial impact with the Executive
- Producing an end of year financial report
- Report, when appropriate, and at AGM on the club finances
- Together with other members of the executive Identify a suitable individual to independently review the annual accounts
- Regularly liaise with the auditor or independent inspector
- Coordinate with Committee the club Budget each year
- Depending on the type of legal structure reporting back to the relevant body as required.
- Interact with membership secretary on new members and record payments received and maintaining list of members and their membership status/type
- Interact with event organisers to make them aware of any sanctioned income or costs.
- Efficient payment of invoices and bills
- Proposing amendments to annual, monthly and weekly subscriptions as appropriate



• Depositing cash and cheques that the club receives
• Keeping up to date financial records
• Maintain financial policies and procedures as felt appropriate
• Arranging handover or succession planning for the position
• Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

source

Roles [https://www.englandathletics.org/clubhub/search/?types\[\]=resource](https://www.englandathletics.org/clubhub/search/?types[]=resource)



Club Chair Club Secretary Club Treasurer Coach Health and Safety
Coordinator Membership Secretary Mental Health Champion Team
Manager Volunteer Coordinator Welfare Officer