

Treasurer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Membership Secretary and the Club Fundraising Secretary

What is my role?

1. To look after the finances of the club
2. Keep detailed written records of all accounts and make sure that the whole club operates within the annual budget.
3. Attend the Committee meetings and AGM
4. Hold bank account in the name of the club
5. Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee)
6. Prepare annual balance and profit & loss sheets for AGM

What else can you tell me about the role?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

Training needed

Training courses are available through the Sport England 'Running Sport' Programme - 'Funding for your Club'.

How much time will I need to give to the role?

Approximately 2-3 hours each week

What tasks are involved?

1. Collecting subscriptions and all money due to the organisation
2. Affiliating the club to the County Hockey Association and England Hockey Board and to the league(s) and working with the Secretary to register players
3. Keeping up date records of all financial transactions
4. Ensuring that all cash and cheques are promptly deposited in the bank
5. Paying bills and recording information, ensuring that funds are spent properly
6. Issuing receipts for all money received and recording this information
7. Reporting regularly to the committee and at AGM on the financial position
8. Preparing and arranging for yearend statement of accounts to be Audited
9. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
10. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.