

# SPRING PARK SHIRLEY BOWLING CLUB



## ROLES & RESPONSIBILITIES – HONORARY TREASURER

The Treasurer is responsible for providing sound financial administration to all aspects of the Club's funds so that they are properly managed and accounted.

- Must be a Full Member of the Club.
- Is an Officer of the Club and attends committee meetings to present a financial report.

## RESPONSIBILITIES

- To maintain financial accounts of the Club (bank account and internal cash account) showing all entries relating to Income and Expenditure during the Financial year (October to September).
- To plan the annual budget in agreement with Club committee and to monitor throughout the year.
- To oversee the management of any Membership fees that are payable to the Bowls Club.
- To oversee the payment of registration fees to Bowls England, Bowls Croydon and any other organisation as required.
- To oversee the financial side of all Club activities, such as sponsorship, social and fundraising events.
- To ensure all invoices and payments are made and deposited in a timely manner.
- Reimburse any members who purchase goods or services on behalf of the club, (within club guidelines or as authorised by the management committee) and upon receipt of relevant invoices/receipts/proof of payment.
- Receive and deposit in bank 'ad hoc' monies e.g. raffles, teas, fridge, card games, match fees, league fees etc.
- Liaising with Match Secretary, organise and make payments for 'away day' coach trips e.g. away bowls club fees, coach supplier, coach driver gratuity.
- Pay gratuity cash to Greensman (amount agreed by management committee) at end season.
- To be the main signatory for the Club bank accounts.
- To, on a regular basis, reconcile the income and expenditure records against the monthly bank account statements.
- To expedite with the bank or individuals queries or anomalies found.
- To ensure Club Insurance policies are up to date and relevant.
- To liaise with the Honorary Secretary for the arrangements of the Re Union Day, take subscription money for membership and relevant competitions.
- Collect lottery payments at start of the season and distribute weekly payments to winners throughout the season, keeping any necessary records.
- To order authorised Club clothing from authorised supplier.
- To be willing to represent the Club at meetings and matches if required.

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- To prepare an annual end of year Club financial report for the AGM in sufficient timeframe to enable the appointed Scrutineers to audit the accounts.
- To provide recommendations for level of Club Membership Fees and Club Match Fees for the coming season at the AGM.
- To compile a report for the Club AGM.
- To keep all records and accounts safely for the duration of office and to hand them over in their entirety to their successor. This includes registering new bank signatories when handing over the Club's bank accounts.

## SKILLS REQUIRED

- Good knowledge of SPSBC constitution and 'operational workings of the club'.
- Knowledge of accounting methods
- Good numeracy
- Computer literacy
- Good communication skills
- Good admin skills
- Can maintain confidentiality on relevant matters.