

swim21

CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Skills

- 18 Some financial background and knowledge of producing accounts desirable
 - 19 Knowledge of using and working with spreadsheets or other account systems
 - 20 Reliable and honest
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Main Duties

- 36 Responsible for all club finances
 - 37 Monitor the budget throughout the year
 - 38 Issue receipts and keep records of all monies received
 - 39 Plan the annual budget in agreement with the management committee
 - 40 Ensure that funds are used appropriately
 - 41 Keep up to date records of all transactions
 - 42 Prepare end of year accounts and present to the auditor and management committee
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Commitment

Ongoing responsibility for club accounts

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'The Role of the Chairperson'

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network,

Peter Marshall

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