



Wenlock Olympians A.C.

Club Treasurer

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.

Responsibilities:

- Managing the club's income and expenditure and its assets and liabilities in relation to funds.
- Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
- Producing an end of year financial report
- Agree with the Steering Group the review of the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Provide reports to any relevant body as legally required.
- Efficient payment of invoices and bills
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately