

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION

JOB TITLE: Treasurer

ACCOUNTABLE TO: Committee

RESPONSIBLE FOR: Recording and keeping control of the Club's finances

SKILLS REQUIRED:

Essential: Bookkeeping experience

Preferable: Ability to prepare annual accounts

MAIN DUTIES

1. The Honorary Treasurer is responsible for the financial accounting of the Club.
2. The Treasurer should make regular reports at meetings of the Club as to the financial position and prospects of the Club.
3. Collect annual subscriptions and weekly/monthly swimming fees. Bank all money received.
4. Pay all bills
5. Record all transactions
6. Prepare annual accounts for approval by AGM
7. Arrange for the annual accounts to be reviewed by a suitably qualified independent person appointed by the Committee.

NOTES:

The Treasurer is one of the signatories of the Club's bank account and he/she, along with the other signatories, should ensure that the money is applied solely for the purposes of the Club. It is recommended that dual signatories be required for cheques above an agreed amount (e.g.: £250) and for these purposes the counter signatory should not be a member of the close family of the Treasurer

As a matter of practice the Treasurer is also responsible for the Club's taxation affairs, in particular VAT returns if the Club is registered for VAT. Subscriptions paid by members of a Club are normally exempt from VAT, but VAT registration may become necessary where income from the sale of swimming kit, etc exceeds the VAT registration limit

Time Commitment: _____

Signatures: Treasurer _____ Date: _____

Chairperson _____ Date: _____