

CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Skills

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

- Responsible for all club finances
 - Monitor the budget throughout the year
 - Issue receipts and keep records of all monies received
 - Plan the annual budget in agreement with the management committee
 - Ensure that funds are used appropriately
 - Keep up to date records of all transactions
 - 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, for your nearest training centre visit the ASA website

www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website

www.britishswimming.org > Volunteers and Officials

ASA Volunteer Contact
Matt Sturgess - ASA National Volunteer Coordinator
Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org

SIGNED: _____

PRINT NAME: _____

DATE: _____