



OUR CLUB®

EÎN CLWB

Treasurer Role Guide

AQUATICS FOR EVERYONE FOR LIFE



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Role of the Club Treasurer

Manage the club's income and expenditure in accordance with club rules and in conjunction with the club constitution. Produce an end of year financial report showing the clubs income and expenditure. Identify a suitable individual to independently review the annual accounts. The Treasurer is the face of the club's finances. The Treasurer is not the person who usually makes the financial decisions, that's the job of the committee who must be guided by the financial status reported by the Treasurer. The Treasurer is responsible to the Chairperson.

What you will get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- Potential career development / improved employability
- Potential of new training and qualifications
- In a role where you can help improve the club's financial position using acquired skills and knowledge

A good Treasurer should be:

- Well organised, able to maintain up to date financial records
- Honest and trustworthy
- Good at strategic thinking and planning
- Able to answer questions of a financial nature in meetings and provide a financial update on both income and expenditure
- Well informed of financial legislation and be able lead the club committee in this area

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What you will do:

- Look after the finances of the club and keep a clear record of monies in and out of the clubs account
- Deal efficiently and effectively with all invoices and bills
- Keep detailed written records of all accounts and make sure that the club operates within the annual budget
- Attend the committee meetings and AGM
- Maintain the clubs bank account which is in the club's name and act as a primary signatory and have a minimum of two other signatories on the account. Online banking transactions must be approved by two committee members and records maintained
- Prepare annual balance and profit & loss sheets for AGM
- Process and record relevant fees and all money due to the organisation
- Have the willingness to devote the necessary time and effort to meeting preparation and contributing to discussions
- Affiliating the club to the NGB and working with the Secretary to register members
- Maintain online banking and have transparent procedures in place
- Keeping up date records of all financial transactions
- Ensuring that all monies are promptly deposited in the bank
- Paying bills and recording information, ensuring that funds are spent properly and approved
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee and at AGM on the club's financial position
- Submit annual accounts to Swim Wales when requested
- Prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
- Attend relative learning opportunities
- Complete a handover with successor

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