



TREASURER NEW STAR PATCHWAY

Responsible to: Chair / Parents forum

Skills

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

- Responsible for all club finances
 - To manage and produce club accounts and monitor finances
 - Monitor the budget throughout the year
 - Collect subs at each session, or delegate to assistant
 - Collect Competition money from the Competition Secretary and issue appropriate cheques
 - Issue receipts and keep records of all monies received
 - Membership
 - Gradings
 - Merchandise
 - Competitions
 - Plan the annual budget in agreement with the Chair/ Parents forum
 - 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 Parents Forum
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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 Treasurer' ; 'Taxation and Sport' ; 'Fundraising Grants and Sponsorship'

Resources provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Useful Websites

Sport England

www.sportengland.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