



CHEAM MARCUDA SWIMMING CLUB



CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Skills

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

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

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

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