



### **Treasurers**

At present this is a shared role between the Adults and Junior Sections

The treasurer is responsible for:

- Knowing exactly where the Club stands financially at any time, and keep the committee informed of any trends and issues
- Recommends the financial policies for the Club
- Liaises with the bank managers of the banks with which the Club has accounts, including regarding authorised signatories, bank statements, change cards and the Club's banking position at any time
- Receives and banks all monies due to the Club
- Receives, checks and pays all invoices or similar (e.g. for registration fees) when approved
- Makes sure the Club has paid relevant affiliation fees
- Prepares income and expenditure accounts and cash flow forecasts at each month end
- Prepares the annual accounts for each financial year
- Prepares copies of accounts report for issue at the AGM
- Updates committee meetings on players who have not paid their annual subscriptions and are behind in paying match fees