

Macclesfield Harriers & A.C. – Club Treasurer Role

The Club Treasurer, together with the main club officials, is responsible for the financial well-being of the club and for ensuring that club funds are properly managed and reported.

The tasks that need to be performed are (in no specific order) :-

1. Keep detailed accounts of all financial transactions for the club (income and expenditure) using an appropriate computer package (currently an EXCEL Spreadsheet) with supporting paper evidence (receipts, invoices, statements)
2. Operate a clear set of 'expense' and 'income' types so that key financial aspects of the club can be understood by all interested parties. All income and expense must be correctly allocated against the correct type of income/expense.
3. Balance the club bank statement against the spreadsheet on a monthly basis and to resolve any discrepancies immediately
4. Provide a monthly summary to the committee and other interested parties. This is normally done in the first week of each month. Key points should be highlighted to the committee in each summary. A record of these summaries should be retained.
5. Ensure that appropriate cheque signing limits (single and multiple signatures) are in place and adhered to. Change as necessary as club officers change.
6. Ensure that all payments are made against a supporting receipt.
7. Document all income paid into the club account.
8. Manage the direct debit for track hire
9. Manage the club savings to maximise the security of/interest earned on club funds not required in the short term – this usually involves finding a suitable savings account for each twelve month period
10. Hold a list of 'recurring payments' and to ensure that these payments are made (eg league affiliations, insurances). This list is reviewed once/month for the following month
11. Ensure that relevant insurance policies (property and personal accident) are up to date
12. Attend committee meetings and to provide necessary financial updates
13. Produce the annual balance sheet and income/expenditure account in time for the AGM.
14. Prepare the club annual accounts (and also the summary accounts for the club races) and arrange a review by an independent qualified accountant at the end of each financial year. Liaise with other club officials regarding any planned income/expenditure.
15. Present the annual accounts at the AGM each year (including the outcome of the independent accounts review).
16. Have a 'forward projection' of club funds in order to avoid any financial difficulties for the club
17. Ensure that club kit and catering monies are correctly documented within the accounts.
18. Ensure that all expenses (travel etc) are supported by a signed expenses sheet
19. *OPTIONAL ACTIVITY: Act as the 'contact' with St John Ambulance – this involves arranging an annual meeting to make plans for the following 12 months for key T&F and Road events. Match the invoice against agreed price for each event.*