

Swindon and District Football League

Formed in 1891



JOB TITLE:

Treasurer

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

RESPONSIBILITIES:

- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the Committee on a monthly basis.
- Manage committee member expenses.
- Pay all invoices on time.
- Organise collection of funds from various events for banking.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.
- Prepare budget, in consultation with the committee to reflect income and expenditure.
- Monitor sponsorship funds.
- Provide balance sheet / assets.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.