

BIDEFORD CANOE CLUB
ROLE & RESPONSIBILITIES OF
THE TREASURER



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ROLE & RESPONSIBILITIES OF THE TREASURER

Role:	Treasurer
Responsible to:	Committee through the chairperson
Role purpose:	To produce accounts and monitor finances to ensure the club, centre or committee remains solvent
Commitment:	1 – 2 hours per week plus relevant committee meetings

Main Tasks

- ❖ Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
- ❖ Produce a budget for the club, centre or committee
- ❖ Be responsible for the collection of monies and keep up to date records of accounts including receipts
- ❖ Provide regular reports to the committee
- ❖ Audit the books annually and produce a report for the AGM with the honorary auditors report

Skills required

- ❖ Organised, honest and trustworthy
- ❖ Able to keep records
- ❖ Confident about handling figures and money
- ❖ Similar experience in accounts is desirable
- ❖ Knowledge of spreadsheets

Resources to assist in role

- ❖ **Runningsports** top tips 'Awards for All'
- ❖ **Runningsports** guide 'Fund-raising, Grants and Sponsorship'; 'Taxation and Sport'; 'The Role of the Treasurer'
- ❖ **Runningsports** workshop 'How to Get Tax Breaks for Your Club'
- ❖ Specific training course for treasurers



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