

Torbay Rambling Club Committee

Post: Treasurer

Role

The Treasurer has a general financial oversight role over all aspects of financial management of the Club, typically acting as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals, confirming legal requirements including insurance, outlining the current financial status and retrieving relevant documentation, whilst also directly monitoring the bank account, receiving income payments and making expenditure payments and also dealing with event finances. The role also involves bookkeeping and monitoring any assets of the Club.

Tasks:

Email address

- Use the Club Treasurer's email address for ease of contact
trc.treasurer@outlook.com

Maintain the Club Bank Account

- Securely keep bank sign on equipment and cheque books and paying-in books.
- Ensure all income and expenditure, whether for the Club directly or Club events, go through the Club bank account.
- Encourage payments to be made by bank transfer.
- Keep an itemised record of bank movements.
- Create invoices for payments from the bank account.
- Approve expenditure in consultation with the Committee where appropriate.
- Reconcile all income and expenditure with bank statements on a monthly basis and submit for audit check.

Insurance

- In conjunction with the Safety Officer, be the point of contact with the insurers and ensure a suitable policy is in place.

Events

- Log all individual payments by members for attending events and report their details, as fully booked attendees, to event organisers at appropriate intervals.
- Pay organisers of events when required.

Meetings

- Report on the Club's financial position at Committee and General Meetings including presentation of accounts and projection for the year.
- Bring to the attention of the Committee promptly any concerns regarding the Club's financial health.

Audit

- Prepare accounts for audit and liaise with the auditor, monthly and in detail before the AGM.

Miscellaneous

- Keep bank statements and records of bank movements and invoices for the required time.
- Complete other tasks as instructed by the Club Committee.
- Ensure that all information and documentation is available to pass to a successor.
- Respond to enquiries from members.