

RIVERSIDE TENNIS CLUB COMMITTEE DUTY CARD



CLUB TREASURER

ROLE

The Club Treasurer is responsible for:

Ensuring that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure

DUTIES

- Prepare a budget and monitor it carefully
- Issue receipts and promptly deposit all monies received in the organisation's bank account
- Make all approved payments and invoice groups/members promptly
- Act as the signatory to the organisation's bank accounts, cheque accounts, investments (with at least one other management committee member)
- Prepare and present regular financial statements to the committee at meetings
- Prepare financial accounts for an annual audit, and provide the auditor with information as required
- Prepare an annual financial report and audit statement and present at the AGM
- Receive and manage correspondence on behalf of the Club