



Club Treasurer



Role :

To produce and manage club accounts and monitor finances

Skills :

- Some financial background and knowledge of producing accounts desirable
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest
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Main Duties :

- Responsible for all club finances
 - Monitor the budget throughout the year
 - Issue receipts and keep records of all monies received
 - Plan the annual budget in agreement with the management committee
 - Ensure that funds are used appropriately
 - Keep up to date records of all transactions
 - Prepare end of year accounts and present to the auditor and management committee
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Commitment :

Ongoing responsibility for club accounts and attending management meetings

Benefits to Self :

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Further Development/Support :

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'Taxation and Sport' ; 'Fundraising Grants and Sponsorship'

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites :

ASA website

www.britishswimming.org

Sport England

www.sportengland.org.uk

DO-IT

www.do-it.org.uk

Volunteering England

www.volunteering.org.uk

NSPCC

www.nspcc.org.uk

CSV

www.csv.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

Sports Coach UK

www.sportscoachuk.org