

# **Billericay Bowling Club**

## **Treasurer**

### **Role Description**

- Manage the Club's income and expenditure in accordance with club rules
- Keep up to date financial records
- Deposit cash and cheques that the Club receives in a timely fashion
- Pay all authorised invoices, expense claims and other bills in a timely manner
- Reconcile bank statements each month with the financial records
- In liaison with the Club Secretary, collect all subscriptions and other fees in a timely manner
- Regularly report back to the Club committee on all financial matters
- In liaison with the appropriate person, maintain Club shirt stocks at an appropriate level and account for sales thereof
- Allocate lockers to members as requested subject to availability and maintain record of all allocations
- Propose amendments to subscriptions as appropriate
- Produce an end of year financial report and accounts and present to the Members
- Liaise with and provide appropriate assistance to the Club examiner in order for him/her to approve the financial report and accounts
- Assist with handover or succession planning for the position