Role Description – Treasurer

Purpose of the Role

- To manage the financial affairs of Bowls Surrey

Appointment

- This is a Board position
- Appointed by Board at AGM to serve for a three-year period
- May be reappointed
- Enhanced DBS Check required

Key Contacts

- Board members
- Assistant Treasurer, if one has been appointed

Responsibilities

- Oversee all financial accounting and management of bank accounts
- Keep accurate records of all income and expenditure
- Produce an income and expenditure report for each Board meeting
- Attend Board meetings
- Liaise with other Board members over matters that arise outside of Board meetings
- Receive yearly affiliation fees and competition entry fees from Clubs
- Reconcile fees received, following up and correcting any under or over payments
- Handle any financial queries re the affiliation process
- Forward to Bowls England relevant affiliation fees and competition entry fees
- Check approved expenses claims and pay if there are no issues
- Pay competition prize money to appropriate players or clubs
- Arrange valuation of trophies and Presidential chains, as necessary
- Arrange annual insurance
- Reconcile bank accounts
- Arrange examination of annual accounts including an income and expenditure report and a balance sheet
- Ensure the Administrator has the signed examined accounts one month before the AGM for approval by the Board and circulation to Clubs
- Attend AGM and any Special General Meetings
- Answer any questions that arise at the AGM re the annual accounts
- Act as signatory on all bank accounts
- Arrange for change of signatories on bank accounts when necessary

- Liaise with Assistant Treasurer, if one has been appointed, ensuring they are able to assume responsibility for the accounts if required

Time Required

- Unquantifiable time for managing accounts and producing reports
- Attend three, possibly more, Board meetings a year

Skills and Attributes Required

- Financial literacy
- Well organised
- Meticulous record-keeping and excellent attention to detail and accuracy
- Good verbal and written communication skills
- Good IT skills
- Ability to use accounting software