Club Treasurer - Peacehaven and Telscombe Bowls Club

Position:
Honorary Club Treasurer (Officer of the Club)

Reports To:
Club Committee and Members

Term:
Elected annually at the Club's Annual General Meeting (AGM)

Role Purpose:
The Treasurer is responsible for managing the club's finances, ensuring its financial stability. This includes keeping accurate records of income and expenditure, preparing regular financial reports for the committee, and ensuring the club meets all its financial obligations. The Treasurer plays a key role in helping the club operate smoothly and plan for the future.

Skills and Qualities Needed:
- Honest, reliable, and trustworthy
- Good with numbers and basic accounting or bookkeeping
- Confident using spreadsheets or simple accounting software (e.g., Excel)
- Able to explain financial information clearly to others
- Willing to work as part of a team and support the club's goals

Why Volunteer as Treasurer?
- Play an important role in keeping your club financially secure and sustainable
- Use and develop valuable bookkeeping and budgeting skills

Main Responsibilities:
Financial Management
- Maintain accurate and up-to-date records of all financial transactions.
- Manage the club's bank account(s), including deposits, withdrawals, and payments.
- Prepare and present financial reports at monthly committee meetings.
- Work with the Chairperson and committee to prepare an annual budget.

Reporting and Compliance
- Present an annual financial statement at the AGM.
- Ensure the club complies with any financial reporting requirements (e.g., local authority, league, or governing body).
- Keep clear records for audit or independent review purposes.

Membership and Fees
- Keep an up-to-date record of membership payments and subscriptions.
- Work with the Club Secretary to manage renewals and registration.

Fundraising and Sponsorship

- Support applications for grants and sponsorships by providing accurate financial information.
- Help ensure fundraising activities are properly recorded and managed.
- Provide advice on pricing for events or competitions to ensure financial viability.

Cash Handling and Security

- Ensure all club funds are properly accounted for and stored securely.

Time Commitment:

- Attendance at committee meetings (usually monthly)
- Preparation of reports and management of finances throughout the year
- Approx. 2-4 hours per week (varies depending on season and events)

Support Provided:

- Handover and support from the committee
- Guidance from Bowls England if needed