**Role Description: Treasurer**

**DRAYCOTT & LONG EATON TABLE TENNIS CLUB**

**Name:** Paul Jennings

**Role:** To organise, manage, monitor and report on the finances of the club.

**Status:** Volunteer – Officer, Management Committee Member and Charity Trustee

**Appointed by:** Club Annual General Meeting

**Reports to:** Club Management Committee

# Hours: 4-12 hours per week

**Useful skills:** Experience of preparing accounts and reporting financial information

**Benefits:** Volunteering in Table Tennis can be rewarding in itself, but it can also be fun,

sociable and confidence building. The club will consider reimbursing some agreed

out of pocket expenses

###### Responsibilities

* **As a full member of the Executive Committee of the Club and Charity Trustee you are legally responsible for the overall management and decision making of the Charity**
* **You must act within the law in accordance with the charity’s governing document and only in the best interest of the Charity - more detailed descriptions of the responsibilities of Charity Trustees are displayed on the Club’s notice boards and on the website** [**www.charity-commission.gov.uk**](http://www.charity-commission.gov.uk)
* Agree to and act on and uphold both the Table Tennis England’s Equity Policy and Safeguarding Guidelines and the club’s Codes of Conduct.
* Establish and maintain club bank account(s) and banking arrangements
  + Current Account
  + Deposit Account
* Maintain accurate and up to date financial records for the club
  + Cash Book
  + Outstanding Subs (in conjunction with Membership Secretary)
  + Outstanding Hall Hires (in conjunction with Invoicing Officer/Chairman)
  + Key reconciliations (see list)
* Report financial position to the committee
  + Actual and forecast position
  + Budget
  + Activity based costing
  + Advise on membership fees
  + Advise on scenarios
  + Strategy and Five Year Plans
  + Longer term financial sustainability
* Prepare end of year financial report for club AGM
  + Draft club accounts in receipts and payments format
  + Analysis as required
  + Brief commentary
* Prepare end of year financial report for Charity Commission
  + Arrange Independent Inspection and liaise with Auditor
  + Statutory Accounts in Charity Commission format
  + Trustees Annual Report
  + Trustees Annual return
* Ensure that the club’s financial policies, procedures and practice are legal and conform with
  + Charity Commission
  + HMRC
  + Sport England
  + Table Tennis England
* Ensure that funds are spent appropriately and that the club’s assets are protected
  + Restriction on cheque signatories
  + Expenditure approval policies
  + Review and change suppliers to obtain best value
  + Ensure appropriate insurance
  + Record and stocktake assets
* Explore funding opportunities for the club
  + Grants
  + Sponsorship
* To co-ordinate and support the Membership Secretary/Assistant Treasurer and Duty Officers in the collection and recording of all monies received and receivable
  + Subs
  + Hall Hires
  + Over 50s
  + Coaching
  + Casual cash
* Pay any costs incurred
  + Cheques for affiliation fees, maintenance, clothing & equipment, expenses
  + Direct debits for Business Rates, Gas, Electricity, Water, Telephone
* Arrange handover or succession planning for the role

Role Description – Treasurer Adopted in Club Committee Meeting minutes

1st March 2017

Dave Greaves

Signed: Club Chairman Dated: