# Club Treasurer

The Treasurer looks after the club accounts and financial dealings, reporting to the Management Committee. This is a crucial

role.

He/she will:

* Look after the club’s finances to make money work for the club
* Know exactly where the club stands financially at any time, and keep the Committee informed of any trends or issues
* Plan and monitor a budget each year
* Prepare and present the accounts for the end of year financial report
* Deposit money and issue receipts promptly
* Keep adequate records of any transactions
* Renew insurance annually
* Ensure the club’s affiliation fees are paid