



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Treasurer

Update: July-2022

The role of the Treasurer is to be responsible for the financial supervision of the "County" to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the "County's" financial status to both the Committee and the "County" members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated "County" Person
- Honest/Trustworthy
- Computer skills – Excel or any appropriate spreadsheet programme.
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the "County" finances
- Prepare an annual budget and submit to the Committee for approval
- Receipt all incoming monies
- Bank all monies received
- Write cheques as required
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Report on finances at committee meetings
- Issue yearly or ½ yearly membership fee status
- Keep accurate record of all membership payments
- Be a signatory on "County" account
- Arrange end of year audit of accounts before the A.G.M.

Needed:

- Cheque books
- Bank deposit book
- Computer
- Calculator

These are very straightforward spreadsheet accounts and it is not necessary to have any previous accounting experience, just a reasonable head for figures.