

THIS IS RUGBY.



Honorary Treasurer

The Treasurer looks after the club's accounts and financial dealings, reporting to the Management Committee. A club cannot function without handling money, so it goes without saying this is a crucial role.

Ideally you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules, and investment
- Arithmetically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- Good with a computer and the relevant programs
- Aware and decisive

What you'll do:

- 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 and issues
- Recommend the financial policies for the club (eg payment of expenses)
- 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
- Manage the club investment portfolio (if relevant)
- Prepare and submit any statutory documents needed (e.g. VAT, tax, PAYE and NI returns, grant aid reports)
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees

How much time it will take up:

Around 2 hours a week, rising at financial year end.

What you'll get out of it:

Although you'll already need to be financially literate, this is a great way to keep those skills sharp with a relatively minor time commitment. You'll be fulfilling a respected role in the community and providing a vital service to the club.

Teamwork Respect Enjoyment Discipline Sportsmanship

Rugby Football Development Limited

a member of the Rugby Football Union group of companies

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