



Committee Role Description

Job Title:	TREASURER
Scope:	To be responsible for the management of the rugby club committees finances in accordance with the decisions of the Committee
Reports to:	Romsey Wasps Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • To look after the finances of the Rugby Club • Recommend action on financial matters to the committee • Renew insurances annually • To collect subscriptions and all money due to the committee • To pay bills and record the information • To keep up-to-date records of all financial transactions • To ensure that all cash and cheques are promptly deposited in the bank or building society • Ensure funds are spent properly • To issue receipts for all money received and to record this information • Report regularly to the committee on the financial position of the rugby club • Prepare and present accounts for the end-of-year financial report and audit • Financial planning including producing and monitoring of an annual budget • To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, tax returns, grant aid reports) • Ensure the club has paid RFU & Constituent Body affiliation fee 	
LIAISON WITH	
Committee Members, Club Members, Club Auditor, External Auditors	
MEETINGS TO ATTEND	
<p>Executive committee meetings</p> <p>Sub committees or working parties by request in an advisory capacity</p> <p>Club Annual General Meeting if appropriate</p>	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release