

Skipton Cycling Club – role of ‘Treasurer’

The Treasurer is responsible for the managing of the flow of money into the Club and for allocating and recording how that money is spent to run the Club. The Treasurer works to ensure the Club is able to meet its day-to-day expenses.

The Treasurer is voted in by members at a General Meeting in accordance with the Club Constitution. The role of Treasurer is not a co-opted Committee role.

The Treasurer has the following specific responsibilities, to be exercised in accordance with the Club Constitution:

- Take the lead on drafting and updating the Club Finance Policy.
- Maintain the Club bank account in the name of the Club and be the first point of contact with the bank.
- Efficient payment of invoices and bills.
- Deposit cash and cheques that the Club receives.
- As an account signatory to the Club bank account, authorise transactions on behalf of the Club and ensure financial due diligence is maintained.
- Manage the Club's income and expenditure and its assets and liabilities.
- Produce a statement of annual accounts each year at the AGM and arrange for it to be checked by a suitable individual.
- Keep up to date financial records.
- Regularly report back to the Committee on all financial matters.
- Uphold the Club Constitution and the British Cycling requirements for Club affiliation and insurance.
- Together with the Chair, Secretary and Welfare Officer, vote in the co-opted Committee Members.