



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: TREASURER

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. Authorised along with one other signatory to sign club cheques.
2. Compile a copy of the accounts for committee meetings AGM and any Special general meetings as required.
3. Arrange for accounts to be audited prior to AGM.
4. Produce for the September a predicted income and expenditure for the forth coming year.
5. Hold the club insurance certificate.
6. Compile monthly wages, tax and national insurance payments for any all employees.
7. Complete and return any inland revenue tax returns for any employees and or club as required.
8. Monitor standing order and any cash payments and advise the committee of any missed payments.
9. Collect and bank any cash collected.
10. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____