



TREASURER

Responsible to: Chair / Parents forum

Skills

- Some financial background and knowledge of producing accounts desirable
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest
 - Approachable
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Main Duties

- Responsible for all club finances
 - To manage and produce club accounts and monitor finances
 - Monitor the budget throughout the year
 - Collect mat fees at each session, or delegate to assistant
 - Collect Competition money and issue appropriate cheques/payment
 - Issue receipts and keep records of all monies received for the following:
 - Membership
 - Gradings
 - Merchandise
 - Competitions
 - Plan the annual budget in agreement with the Chair/ Parents forum
 - Ensure that funds are used appropriately
 - Keep up to date records of all transactions
 - Prepare end of year accounts and present to Parents Forum
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Commitment

Ongoing responsibility for club accounts

Name _____

Signed _____

Date _____
