



# Club Treasurer



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**Role :**

To produce and manage club accounts and monitor finances

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**Skills :**

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

- Responsible for all club finances
  - Monitor the budget throughout the year
  - Issue receipts and keep records of all monies received
  - Plan the annual budget in agreement with the management committee
  - Ensure that funds are used appropriately
  - Keep up to date records of all transactions
  - Prepare end of year accounts and present to the auditor and management committee
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**Commitment :**

Ongoing responsibility for club accounts and attending management meetings

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**Benefits to Self :**

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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**Further Development/Support :**

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'Taxation and Sport' ; 'Fundraising Grants and Sponsorship'

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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**Useful Websites :**

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)