

Thames Valley Junior League

Treasurer's role

The Treasurer's role seems to have changed slightly during the time I have been in post. The main difference is that clubs no longer send details of income and expenses from galas. If the committee is happy with this situation continuing then the job is very much easier.

The job at present has these duties:

1. Present the accounts at the annual AGM
2. Look after the bank account
3. Receive income and pay into the bank
4. Pay monies where needed to clubs or individuals for expenses etc.
5. Keep a record of the above
6. Pay the ASA affiliation (note that the treasurer for some reason does not get notice of when this is due, so you rely on the secretary advising you when it is)

All clubs pay by direct debit or standing order (apart from Wycombe at the moment who seem to have cancelled theirs, which I'm sure is an oversight) so the only income would from galas but that does not happen any more.

I can't think of anything else, if anyone can please add anything else.

I have all the documents in folders; they also include things like gala results which I think is unnecessary and take up room. I am going to get rid of these and just leave relevant documents.

The new treasurer will need the access to the bank account to be transferred over to them. It is fairly straightforward (fairly!)