



Role Outline: Treasurer

NAME OF CLUB:	Whipton Youth Football Club
ROLE:	Treasurer
RESPONSIBLE TO:	Club Committee

Typical Responsibilities:

- Managing the club's income and expenditure in accordance with club rules
- Keeping up to date financial records
- Efficient payment of invoices and bills
- Depositing cash and cheques that the club receives
- Support the Club Committee in the efficient running of the club
- Regularly reporting back to the club committee on all financial matters
- Proposing amendments to annual and weekly subscriptions as appropriate
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts
- Oversees Gifts Aid for the club and all other claims
- Reports to Charity Commission annually