

## **Macclesfield Harriers & A.C. – Club Treasurer/Membership Secretary Role**

The Club Treasurer, together with the main club officials, is responsible for the financial well-being of the club and for ensuring that club funds are properly managed and reported. Currently (Jan 2024) the treasurer also takes on the membership secretary role and as such is responsible for maintaining the membership lists on the EA system.

The tasks that need to be performed are (in no specific order) :-

1. Keep detailed accounts of all financial transactions for the club (income and expenditure) using an appropriate computer package (currently an EXCEL Spreadsheet) with supporting paper evidence (receipts, invoices, statements)
2. Document all income and expenditure paid into/out of the club account.
3. Ensure that all payments are made promptly against a supporting invoice.
4. Ensure that club kit and catering monies are correctly documented within the accounts.
5. Manage the direct debit for track hire
6. Ensure that all expenses (travel etc) are supported by a signed expenses sheet
7. Operate a clear set of 'expense' and 'income' types so that key financial aspects of the club can be understood by all interested parties. All income and expense must be correctly allocated against the correct type of income/expense.
8. Balance the club bank statement against the spreadsheet on a monthly basis and to resolve any discrepancies immediately
9. Provide a regular summary of the accounts to the committee and other interested parties. This is normally done for each committee meeting, or on request. Key points should be highlighted to the committee in each summary. A record of these summaries should be retained.
10. Manage the club savings to maximise the security of/interest earned on club funds not required in the short term – this usually involves finding a suitable savings account for each twelve month period
11. Hold a list of 'recurring payments' and to ensure that these payments are made (eg league affiliations, insurances). This list is reviewed once/month for the following month
12. Ensure that the property insurance policy is up to date (including maintenance of a schedule of club property, with current values)
13. Attend committee meetings and to provide necessary financial updates
14. Prepare the club annual accounts (and also the summary accounts for the club races) and arrange a review by an independent qualified accountant at the end of each calendar year.
15. Produce the annual Treasurer's Report in time for the AGM.
16. Present the annual accounts and Treasurer's Report at the AGM each year (including the outcome of the independent accounts review).
17. Liaise with other club officials regarding any planned income/expenditure.
18. Have a 'forward projection' of club funds in order to avoid any financial difficulties for the club
19. In January each year produce a budget for the forthcoming season (April-March), and use this to determine club subscriptions
20. Manage club membership renewal reminders using appropriate media (e.g. club website, facebook, direct email)
21. Manage members' EA affiliation status on the EA system
22. Keep the membership data on the EA system up to date (e.g. personal details and roles within the club)
23. Delegate the maintenance of Junior members membership records as appropriate.
24. Monitor revalidation of members' coaching, leader and officials qualifications
25. Resolve issues with the EA system directly with EA staff.

**Version 5**

**Mark Godden, January 2024**