**Terms of Reference for Club Treasurer**

The Club Treasurer shall ensure that the Club’s finances are organised and managed effectively.

Main functions are:

* Responsibility for the Club’s finances
* Deal efficiently and effectively with all income and expenditure
* Keep up-to-date records of all financial transactions
* Ensure that funds are spent properly
* Issue receipts and record all monies received
* Attend Committee meetings and present the budget report
* Prepare the end-of-year accounts to present to the Auditors and AGM
* Plan the annual budget in agreement with the committee plan
* Monitor the budget throughout the year
* Other general administrative duties as required in support of the Committee

The Treasurer shall normally remain in post for two years.