

**VERULAM AMATEUR SWIMMING CLUB**  
**(Affiliated to ASA East Region)**  
[www.verulam-asc.org.uk](http://www.verulam-asc.org.uk)

**TREASURER**

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**ROLE:** The treasurer is responsible for the financial management of the club

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**SKILLS REQUIRED:**

- IT literate
- Financial Management
- Knowledge of Financial Management Tool

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**EXPERIENCE NEEDED:**

- Financial Management experience – cost management, budgeting, forecasting
- Financial / accountancy qualification advantageous
- Access to a PC

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**MAIN DUTIES:**

1. Issuing receipts and promptly depositing all monies received.
2. Making all payments and keeping accurate up-to-date records of income and expenditure
3. To be the signatory on club cheques (with at least one other).
4. Be responsible for the club's petty cash
5. Being fully informed about the financial position of the club at all times
6. To prepare budgets for the forthcoming year describing potential sources of income and expenditure.
7. To present regular breakdowns of income and expenditure to the management committee.
8. Preparing and presenting financial statements to committee meetings and for the annual report
9. Investing surplus funds
10. Handling tax returns if applicable
11. To prepare annual financial accounts for auditing, and provide the auditor with information as required.
12. To follow and promote the ASA Child Protection Policy and equality Procedure
13. Applications for grants from District Council

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**TIME COMMITMENT:**

- Occasional daily involvement
- Extra time required for banking of monies received (especially when subs are being received)
- Preparation time for reports for committee meetings, budgets and forecasts
- Attend committee meetings as per club calendar

**Signature:** Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_



Affiliated Club