

# **REIGATE PRIORY BOWLING CLUB**

## **Role Description**

**Role Title:**                **Treasurer**

### **General Description**

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members, by ensuring all financial transactions relating to the Club are carried out effectively.

### **Specific Duties**

1.        To support the Club in its activities.
2.        To liaise with the Chairman and Secretary in relation to financial matters.
3.        To collect and bank fees, raffle money, subscriptions and all other monies raised by Club members.
4.        To keep accurate financial records of all expenditure and income.
5.        To maintain an up to date record of all members (bowlers, social, honorary & life), in liaison with the Secretary.
6.        To ensure value for money on utilities and insurance and submit meter readings to the relevant suppliers.
7.        To inform members, particularly Committee members of the financial situation of the Club.
8.        Prepare Profit & Loss Account and Balance Sheet in readiness for the annual audit.
9.        Advise the Chairman if expenditure approaches or exceeds agreed budget levels.
10.      To adhere to all RPBC policies and procedures.

### **Other Duties**

1.        To actively involve Club members in the day to day running of the Club, to ensure a succession of knowledgeable participants for the future.
2.        To undertake such other tasks as may be reasonably requested by Captains or Chairman.