



FINANCE

JOB DESCRIPTION - TREASURER

Version 3

Agreed by ManComOctober 2013

Note 1 – It is important that this document is kept up to date and current. Any changes should be discussed and agreed by the Management Committee (ManCom).

Note 2 – The Treasurer must have the annual accounts checked by the elected “checker” before presentation to the AGM.

Note 3 – The Treasurer must ensure that 3 members of ManCom (including him/herself) are authorised as signatories on behalf of the Association and that all cheques issued shall be signed by any 2 of these 3.

A – RESPONSIBILITIES

1. General – The Treasurer shall be responsible for receiving all items of Income and making payments for all items of Expenditure on behalf of the Association and recording these on a day by day basis in a Cash Book. At any point in time, the Cash Book must show the current net funds available to the Association and must agree with the balance shown each bank statement as it is received.
2. Accounting Format Policy - The Treasurer must ensure that the annual accounts are presented in a format agreed by the Management Committee.
3. Honorariums and Expenses – The Treasurer receives an annual payment (honorarium) as determined by the General Committee. This is intended to cover some of the cost of the phone calls necessary to pursue the “job”. Any other expenses incurred must be claimed from the Treasurer with all receipts. Travelling expenses are not reimbursed.
4. Meetings - Constitutionally, the Treasurer is an Officer of the Association and a member of the Management Committee. As such he is jointly responsible with the other Officers for the overall administration of the Association and all its affairs. He is therefore expected to attend all Management and General Meetings and actively contribute to the proceedings.
5. Tasks - The attached list itemises the regular tasks necessary to produce the annual set of accounts to the AGM. This is primarily intended to be a check list for any person taking on the responsibilities of Treasurer and it is recognised that additional items of Income/Expenditure will occur from time to time that also come within the Treasurers area of responsibility (e.g. Training courses, Grant expenditure and special competitions).
6. Reports – The Treasurer must prepare a set of reports at the end of each financial year for presentation to the AGM. These should consist of an Income and Expenditure Account, a Profit & Loss Summary and a valuation listing of all Assets & Stock items. A summary report should also be prepared for inclusion in the NYSMBA Handbook.

B – TASKS

MEMBERSHIP - In conjunction with the Membership Secretary details shall be recorded for

- Member registration fees and affiliation payments to other bodies.
- Club registration fees
- Charges for annual Handbook

INTER-COUNTY FIXTURES - In conjunction with the Team Captains details shall be recorded for

- Player and guest fees
- Raffle income
- Mat and Hall hire charges
- Meal and refreshment costs
- League entry fees
- Any other sundry items

The above information should be recorded by individual team enabling the profitability of running each team to be determined. At the end of each season the overall costs for each team shall be recorded on an annual summary sheet enabling comparisons with previous years.

COUNTY CHAMPIONSHIPS - In conjunction with the Competition Secretary details shall be recorded for

- Entry fees to County Championships and National Championships Heats
- Raffle Income and Expenditure
- Cost of keepsake trophies and engraving
- Mat and Hall hire charges
- Umpiring costs
- National (ESMBA) and Northern England (NESMBA) entry fees

The above information should be recorded by individual discipline enabling the profitability of running each individual Championship to be determined. At the end of each season the overall costs for the Championships shall be recorded on an annual summary sheet enabling comparisons with previous years.

LITTLE CUP - In conjunction with the Competition Secretary details shall be recorded for

- Entry fees
- Raffle Income
- Cost of any keepsake trophies and engraving and prizes
- Mat hire and transport charges
- Hall hire charges
- Umpiring costs
- Catering charges
- Cost of meals and refreshments for helpers
- Any other sundry items

The overall costs for this Competition shall be recorded on an annual summary sheet enabling comparisons with previous years.

SUNDRY ITEMS - Details shall also be recorded for

- ESMBA Draw Sale of tickets; ESMBA rebate and prizes; Awards to clubs
- Handbook Printing costs and income from adverts
- Goods Purchase/sales of consumable items such as ties, rule books etc
- Equipment Purchase/sale of capital items such as mats, trolleys etc
- Website Host site charges
- Insurance costs Public liability and equipment cover
- Room hire charges For meetings
- Administration expenses Printing/copying, Postage and Stationery items
- Allowances Travel and subsistence cost for delegates to outside bodies
- CRB clearances
- Donations
- Other items Any charges or receipts not covered above