

AC Delco Committee

Role description:

Treasurer

1. Ensure the Club is run and managed in accordance with its constitution
2. Monitor the financial activities of the Club and keep full records.
3. Advise committee meetings of current financial position on a regular basis.
4. Produce a Statement of Accounts for the Annual General Meeting.
5. Submit any proposals to the Committee regarding fees payable to the Club.
6. Hold the Club's current and deposit accounts in the name of the Club.
7. Ensure that all cash and cheques are promptly deposited in the bank.
8. Pay bills and record information, ensuring that funds are spent properly.
9. Issue receipts for all money received and record this information.
10. Keep detailed written records of all accounts and make sure that the club operates within the annual budget.
11. Prepare and arrange for the year-end statement of accounts to be audited.
12. Recommend the appointment of an Auditor to the A.G.M.

20 October 2022