



AGM 2024 - ROLE INFORMATION SHEET

TREASURER

WHAT YOU'LL DO

Manage club finances, review, and recommend financial policies for the club to ensure that the finances are administered in an efficient manner. Our club cannot function without handling money, so it goes without saying this is a crucial role.

KEY ASPECTS OF THE ROLE

- Plan and monitor a budget each year; prepare and present the accounts for the end of year financial report and keep the committee informed of any trends and issues.
- Signatory on club bank accounts.
- Manage financial transactions, subscriptions, and contracts. Prepare and submit any relevant statutory documents, including VAT, tax, grant reports, etc.
- Recommend the financial policies for the club (e.g. payment of expenses)
- Renew insurances annually and ensure the club has paid relevant affiliation fees. Working in conjunction with the membership secretary, monitor membership subscriptions income.
- Present a financial statement at each monthly CMC meeting and annually at the AGM.

IS THIS ROLE FOR YOU

If you work in the world of finance or are financially knowledgeable, with skills covering basic bookkeeping, accounting, VAT returns, with accurate record-keeping, computer, and numerical skills, you could fulfil a respected role in the club and provide a vital service.

Current Role Holder: Nigel Webb (treasurer@millwallrugby.com)

Intends To Stand Again	No	Time per week required	2 – 4 hours
Main achievements for S2023/24	<ul style="list-style-type: none"> - Reviewing subscriptions and accounts. - Providing timely reports. - Attending committee meetings. 		
Main challenges for S2024/25	<ul style="list-style-type: none"> - Changing the culture of members to recognise that it is their club and should treat the Club's money as carefully as their own. 		