

# CLUB TREASURER

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## Role

To produce and manage club accounts and monitor finances

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## Skills

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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## Main Duties

- Responsible for all club finances
  - Monitor the budget throughout the year
  - Issue receipts and keep records of all monies received
  - Plan the annual budget in agreement with the management committee
  - Ensure that funds are used appropriately
  - Keep up to date records of all transactions
  - Prepare end of year accounts and present to the auditor and management committee
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## Commitment

Ongoing responsibility for club accounts

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## Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'The Role of the Chairperson'

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

[www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website

[www.britishswimming.org](http://www.britishswimming.org) > [Volunteers and Officials](#)

ASA Volunteer Contact  
Matt Sturgess - ASA National Volunteer Coordinator  
Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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**Useful Websites**

ASA website	<a href="http://www.britishswimming.org">www.britishswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>