

GUILDFORD ORIENTEERS

JOB DESCRIPTION: TREASURER

The Treasurer is a Principal Officer of the club.

Responsible to: Club Management Committee

MAIN DUTIES

1. Maintain financial records in support of income & expenditure of club
2. Establish & monitor suitable controls over income & expenditure
3. Prepare periodic income & expense accounts for club committee
4. Prepare annual income & expense accounts for audit & for approval by club members at AGM
5. Maintain mandate with bank & reconcile bank balance to club's own financial records
6. Assist event organisers to prepare event budgets & set entry fees
7. Maintain equipment insurance records & relationship with broker

BACKGROUND INFORMATION

	<u>Income</u>	<u>Expense</u>	<u>Number of transactions</u>
2004	£17,268	£11,381	114
2003	£4,921	£4,740	82
2002	£15,816	£10,399	117