

Cornwall Hockey Association
Treasurer

Who will I be responsible to?

The Cornwall County Hockey Association Committee

Who will I be responsible for?

Liaise with other CHA sub-committee treasurers as appointed to ensure County Association accounts encompass all loss and expenditure accounts.

What is my role?

1. Hold the bank accounts and look after the finances in name of the County. Act as a primary signatory on the County account (and appoint 2 others as agreed by the CHA Committee).
2. Keep detailed written records of all accounts and make sure that the County operates within an annual budget.
3. Attend the Committee meetings and AGM.
4. Prepare annual balance and profit & loss sheets for AGM.

What else can you tell me about the role?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

How much time will I need to give to the role?

Approximately 1-2 hours per week.

What tasks are involved?

1. Managing the County's income and expenditure in accordance with county rules and to hold the bank account in the name of the county.
2. Act as a primary signatory on the county account (and appoint 2 others as agreed by the CHA Committee).
3. Attend CHA Committee meetings (3 per year) and AGM to ensure regular reporting back to the county committee on all financial matters. Produce an end of year financial report including Balance, Income and Expenditure sheets for AGM.
4. Send affiliation fee reminders for County and West affiliation to clubs and collect affiliation fees.
5. Efficient payment of invoices and bills, including affiliation and insurance, ensuring that funds are spent properly. Depositing cash and cheques in the bank.
6. Keeping up to date financial records of all transactions.
7. Helping to prepare and submit any documents that are required (e.g. grant bids).
8. Help to prepare and discuss future budgets for CHA.
9. Arranging handover or succession planning for the position.

Signed: _____ Date:
Chair CHA