



Treasurer

NAME OF CLUB: Hungerford Hares

ROLE: Treasurer

RESPONSIBLE TO: Club Committee

- Managing the Club's income and expenditure in accordance with club rules
- Producing an end of year financial report
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position
- Responsibility for ensuring grant monies received are spent & provide audit trail