



COUNTY TREASURER

The Treasurer is an Officer of the Association and a member of the Executive Committee. The Treasurer is responsible for the financial supervision of the Association to allow the Executive Committee to provide good governance of the Association and to report regularly on the Association's financial status to the Executive Committee and annually to the members. Tasks include the preparation of an annual budget, planning for the Association's financial future, monitoring the Association's income and expenditure and the preparation of monthly and annual accounts.

Essential Attributes

- Good organisational skills
- Have a financial qualification or relevant experience
- Ability to maintain accurate records
- Dedicated County person
- Honest and trustworthy
- Computer skills
- Good communication and interpersonal skills
- Eye for detail

Specific Duties include but are not limited to:

- Member of the Executive Committee and Competitions Sub-Committee and attend Executive Committee and Competitions Sub-Committee meetings.
- Provide advice to the Executive Committee in their management of the Association's finances.
- Administer all financial affairs of the Association.
- Lead the annual budget process and prepare an appropriate annual budget for approval by the Executive Committee.
- Review annually the mileage rate payable and make recommendations for change to the Executive Committee for approval.
- Review annually the Association's Expenses Policy and make recommendations for any changes required to the Executive Committee for approval.
- Review annually the Association's insurances and make recommendations for any changes required to the Executive Committee for approval.
- Receipt of all incoming moneys.
- Bank all moneys received.
- Pay all accounts and expenses.
- Maintain accurate computer records of all income and expenditure.
- Ensure that all income and expenditure agree with bank deposits and withdrawals.
- Prepare and submit a typewritten financial report to members of the Executive Committee prior to every Executive Committee meeting.
- If required, prepare and submit a financial report to members of the Competitions Sub-Committee prior to every meeting.
- Review prize structure with Competitions Chairman from time to time and make recommendations to Executive Committee for any changes required.
- Purchase Vouchers for prizes for all competitions, prepare envelopes and distribute to Competition Organisers.



Norfolk Ladies County Golf Association

- Arrange and despatch invoices as required.
- Collect and record monthly all affiliation fees using the Affiliation Fee Collection software/programme.
- Review the level of the County affiliation fee and make recommendations for any increase necessary to the Executive Committee for approval ultimately by the members at the Annual General Meeting. An increase in fees takes effect a year following approval at an AGM, i.e. an increase approved at the November 2018 AGM would take effect on 1st January 2020.
- Be a signatory on the Association's bank accounts.
- Monitor the Junior section's bank account.
- At the year end, check the Junior section's annual accounts prior to incorporating into Association's annual accounts.
- Prepare and print annual accounts both Detailed and Abridged versions for approval by the Executive Committee prior to delivering accounts and supporting schedules for an independent check and submission to the members at the Annual General Meeting.
- Report to the members at the Annual General Meeting.
- Compare actual income and expenditure with budget.
- Correspondence as required.