

NAME OF CLUB: HENLEAZE LAWN TENNIS CLUB LTD

ROLE: TREASURER

RESPONSIBLE TO: CLUB MANAGEMENT COMMITTEE

1. Manage the Club's income and expenditure in accordance with club rules
2. Deposit cash and cheques that the club receives
3. Efficient payment of invoices and bills
4. Keep up to date financial records
5. Regularly report back to the club committee and directors on all financial matters
6. Produce an end of year financial report and arrange for external checking
7. Propose amendments to annual subscriptions as appropriate
8. Ensure insurances are up to date and relevant
9. Keep records of bank account transactions
10. Ensure that any monies not for immediate use are invested appropriately
11. Collect match fees and tournament fees