



Treasurer & Assistant Treasurer – List of Responsibilities

Purpose

The Treasurer's key purpose is to maintain financial control and governance of the Association's assets.

The Treasurer and Assistant Treasurer will work in tandem to cover all the financial activities required to support the Association.

Treasurer Key Responsibilities

- Preparing and submitting to LTA an annual budget in accordance with the LTA guidelines and template, in conjunction with the chairperson and respective members of the Management Group.
- Preparing financial reports for Management Group, NLTA Council and the AGM
- Preparing and submitting annual accounts for approval to the AGM of the Association and following approval to the LTA Finance Team.
- Arranging for an independent review of the accounts
- Ensuring tax matters are appropriately dealt with
- Seeking specialist accountancy advice/guidance when required
- Liaising with the LTA on any changes to budgeting and reporting requests from the LTA
- Reviewing and recommending appropriate Accounting Software
- Supporting the Management committee in deciding Hourly Rates, Mileage Rates and other expenses
- Attend Norfolk Tennis management meetings and, when possible, send apologies and a report

The Treasurer shall be a member of the Management Group and ideally shall be a qualified, practising chartered or certified accountant.

Assistant Treasurer Key Responsibilities

- Maintaining all transactional records to ensure that all expenditure is justified, recorded and allocated to expense areas appropriately.
- Ensuring that all bank accounts are managed securely and retain multiple authorisations for all payments.
- In conjunction with the chairperson, manage the County Loan Scheme – ensure that all loan applications are reviewed and proposals made to Management Group for approval and that repayments are monitored.
- Timely payment of invoices ensuring payments are authorised by the correct person
- Timely payment of any cash and cheques to the correct bank account
- Monthly reconciliation of main Bank Accounts and others as required
- Managing the Patron's scheme in the event that the scheme continues
- Support the Treasurer with accurate and timely date when preparing Financial updates for the Management Group
- Oversee Wimbledon ticket allocation, sending invoices to partners and pay LTA