



# C.L.G WATTY GRAHAM, AN GLEANN

## TREASURER'S ROLE

An Cisteoir is responsible for:

- The safe-keeping of the funds of the Club in conjunction with the Chairman and Secretary
- Ensuring that the personal property of the club is protected.
- Organization and management of the Club finances

Note: The treasurer must not commit the Club to any expenditure for which prior approval has not been given.

### Main Duties

- Receive money on behalf of the Club and collect all fees due
- Pay money out on behalf of the Club
- Lodge all monies to the Club accounts
- Keep a record of all transactions and enter into appropriate books
- Forward through An Rúnaí appropriate fees to appropriate bodies
- Present up to date financial statement to each Club Executive
- Prepare annual statement for members - AGM
- Give the club ample warning of impending financial difficulties
- Ensure that all tax requirements are met, where applicable
- Ensure that the club has tax exemption.

### Club Accounts - Cheque Book and Bank Statements

- The club must open a bank account (R 11.1)
- All cheques drawn must be signed by the treasurer and co-signed by the Secretary or Chairman (R 11.1) note: Cheques should not be pre-signed
- To ensure accountability, all financial transactions in the club should only take place by cheque

An Cisteoir should keep the following record books:

- Income Record book; Payments Book; Invoice Book & Receipt Book
- Notebook in which to enter monies received at matches, meetings and functions etc.

### Keeping Records

- Make payments by cheque and retain cheque stubs.
- Retain all bank statements and ensure that cheque numbers correspond to those on the bank statement.
- All Bank statements to be forwarded to an officer other than cheque signatories
- Use a lodgement book for all lodgements into the account.
- Enter transactions in Income and Expenditure Books.
- Give receipts for cash received and get receipts for cash paid out.
- Keep receipts on file.  
Club Executive meetings.

The financial report to all Executive meetings should include the following details:

Income; Expenditure, Bank Balance(s); List of accruals & prepayments (where appropriate); Details of investments & bank loans (where appropriate) and Financial Commitments