

# **Port St Mary Ladies Golf Club**

## **Role Profile**

### **Club Treasurer**

The Club Treasurer is responsible for the money and accounts of Port St Mary Ladies Golf Club.

#### **Responsibilities include: -**

- Maintaining the Ladies club accounts ledger and/or spreadsheet
- Collecting and paying into the bank the competition entry fees
- Reporting bank account balances at committee meetings and providing an update of current income and expenditure.
- Refunding expenses to committee members as required by cheque or online payments
- Managing Sponsorship money paid to the club
- Paying club invoices in a timely manner
- Paying Charity donations, ideally in the financial year they were collected
- Paying for engraving, ideally before the end of the Financial year
- Collection of the money for Ladies Dinners. Although it would be good to try doing pre-payment online in future?
- Running raffles at Ladies dinners
- Creating the Annual Accounts, Income and Expenditure and Balance Sheet and getting them audited in good time for the AGM. Club Auditor is currently Jim Cringle (07624 461319). A gift voucher to the value of £20 has been given by way of thanks.