



DUTIES OF CLUB OFFICIALS: HONORARY TREASURER

(revised June 2011)

The role of the Honorary Treasurer has changed drastically over the past few years. With the need for more professional management in clubs it is often no longer acceptable to have this person keeping the club's books and making the necessary returns for VAT and PAYE etc.

In many clubs it is often difficult to find the right person who has the time and is prepared to give that time to the club. The job of keeping the books, paying the accounts and staff, preparing the accounts to trial balance for audit are invariably done through the Secretary/Manager's office with the Treasurer, if the club has one, keeping a watching brief and reporting to the committee on all financial matters. Therefore in a golf club the role of the Treasurer would be along the following lines:

- Attend the Management/Board/Committee meetings and report on all financial matters.
- Regularly meet with the Secretary/Manager and discuss all matters appertaining to finance and particularly the monthly management accounts against budget.
- Regularly review the procedures for online banking.
- Sign all cheques wherever practical against the appropriate vouchers and obtain any necessary explanations. It is far better for the Treasurer to sign the cheques along with the Secretary/Manager rather than other Committee Members as this enables him to keep in touch with expenditure.
- At the year end the Treasurer should check with the Secretary/Manager all floats and other items of stock and be satisfied with all bank reconciliations.
- The preparation of Annual Budgets is best done by the Secretary/Manager with the Treasurer then going through them with him before presentation to the main Committee.
- Any cash surpluses should be regularly reviewed to see that the club is obtaining the best return.
- The draft Annual Accounts to trial balance should be prepared by the Secretary/Manager and then reviewed with the Treasurer before the annual audit and presentation to the Committee.

- ✎ The Treasurer should at intervals review the salaries/wages records and be satisfied that the club is paying PAYE/NI correctly.
- ✎ He should review the quarterly VAT return before payment is made to the Customs & Excise. The preparation is normally done through the Secretary/Manager.
- ✎ He should receive copies of all the stocktaking reports and liaise with the Secretary/Manager on any action to be taken.
- ✎ He should review at regular intervals the club's procedures for collecting all cash and be satisfied that it is being correctly administered with particular emphasis on any Gaming Machines.
- ✎ Review with the Secretary/Manager all prices for food and drink and recommend to the main Committee any alterations.
- ✎ Review at least annually with the Secretary/Manager all subscriptions, entrance fees and green fees in line with annual budget recommendations.
- ✎ Review at least annually with the Secretary/Manager all the club's assets in the register and report to the main Committee any major changes.
- ✎ If the club owns additional property, land or other assets then these should be reviewed on a regular basis.
- ✎ The Treasurer would not normally attend sub-committee meetings of the Green or House Committees unless major spending projects are being considered when the Secretary/Manager should advise him to attend.
- ✎ The Treasurer should see that in consultation with the Secretary/Manager that all the club's insurances are adequate for the purpose.

The duties of the Honorary Treasurer will vary between different clubs and each club will need to determine the necessary terms of reference.

It is vitally important in any club that the Treasurer and Secretary/Manager work closely together and that the Treasurer is immediately informed of any discrepancies in the club's accounting procedures.