



Hamsey Rangers Football Club

John Fisher Sports Club, Limpsfield Road, Wokingham, Surrey

Chairman: Martin Tomlin, Treasurer: Sarah Tomlin, Child Welfare Officer: Audrey Barrett
Secretary: Lisa Courtney, 112 Orchard Road, Sanderstead, Surrey CR2 9LQ
Tel: 020 8657 1200, Fax: 020 3252 2088, Email: lisa.courtney@hamseyrangersfc.net

TREASURER

PERSON SPECIFICATION

Reports to: HRFC Membership

Role:

Is responsible for handling all income and expenditure. They must keep proper Books of Accounts and although the method of book keeping is not really important, a meticulous record of all money received and paid out should be made. The Club Books must be independently audited at the end of the season. As a safeguard, it is essential to have two signatories for all cheque payments and cash withdrawals. The Treasurer may be called upon at any time to give details of the Club's financial position and produce the cashbook to the County Authority. A balance sheet should be submitted at Club Committee Meetings and full account produced at the end of the season. It is most important that the Treasurer works out the expenditure budget for the forthcoming season, taking into account Affiliation Fees, pitch hiring, kit and equipment expenditure, referee fees, training cost and the dozen or so other costs involved in running a club.

At present this Treasurer is also responsible for.

- All registration aspects
- Player & club fines

Reviewed August 2010



www.hamseyrangersfc.net
Sport in the Community