



Committee Role Description

Treasurer's Role

Maintain records of all payments and receipts ensuring that there is a double entry for each transaction

Reconcile the bank account each month highlighting payments or receipts when included on the bank statement including notes of cheques not included on the statement but paid and any receipts not yet banked.

Reconcile PayPal, Stripe and Sum-Up each month for subs paid, Wesham 10k receipts and kit and dinner dance receipts respectively.

Make transfer from PayPal account to bank account when over £200 and check that the transfers from Sum-Up and Stripe are correct.

Record payments and receipts for Wesham 10k

Maintain records of all expenses and income and associated transactions

Update the accounts throughout the year each month, paying attention around busy times such as Membership subscription period, race entry periods and financial year end (December)

Attend monthly Committee meetings

Make monthly reports for the committee meetings and send to Secretary, including the following:

- stock balance
- surplus/deficit
- bank, Stripe, Sum-Up and PayPal summaries
- expenditure and receipts summary
- analysis of subs and Wesham 10k/Summer 10k

Produce final accounts (January) ready for passing to the auditor. Prepare a budget if considered necessary