

# **CREWE AND NANTWICH RAMBLING CLUB**

## **POST DESCRIPTION FOR CLUB TREASURER**

The Treasurer is responsible for;

Collecting club coach fares for each ramble

Payment of Walk Leaders expenses for each club ramble

Collecting Membership Fees in coordination with the Membership Secretary

Transacting club business through an approved bank account including;

Reconciliation of club bank statements.

Depositing of club funds

The signature of two approved committee members are required for each club cheque (Chairperson, Vice Chairperson or Treasurer)

Paying bills as approved by the Club Committee.

Presenting the current Financial Report record all expenditures and income at the club committee meetings.

Compiling the Annual Financial Report for the AGM and arranging for this to be audited before presentation to the membership.