

CREWE AND NANTWICH RAMBLING CLUB

POST DESCRIPTION FOR TREASURER

The Treasurer of the Crewe and Nantwich Rambling Club is responsible for the coordination of all the financial requirements for the Club.

This coordination consists of :

Collecting coach fares for each Club Ramble.

Payment of Walk Leaders expenses for each Club Ramble.

Payment of the coach invoice and parking fees (if required) for each Club Ramble.

Collecting Membership Fees and issuing receipts for these fees.

Transacting Club business through an approved bank account including;

Reconciliation of Club Bank statements.

Depositing of Club funds.

The signatures of two approved Committee Members is required for each Club cheque (Chair, Vice Chair or Treasurer)

Paying any bills or Members expenses as approved by the Club Committee.

Presenting the current Financial Report record of all expenditures and income at the Club Committee meetings.

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