

THE HONORARY TREASURER

ELECTED ANNUALLY AT THE ANNUAL GENERAL MEETING, HAVING BEEN PROPOSED AND SECONDED

The Honorary Treasurer's responsibilities are:

- Responsible for the overall control of budgeting and accounting and for ensuring that appropriate financial control systems are in place.
- To attend County Executive and General Meetings, to provide a written and oral financial report and to give financial advice to the Committees.
- Liaise with elected Auditors and present the Audited Accounts and a written Report at the Annual General Meeting.
- To send out the Annual Affiliation fee letters to all Clubs in Monmouthshire in January of each year and monitor responses and receipts.
- Check Bank statements for all competition entrance fees received, via Bacs Payments. Keep a spreadsheet of all names/dates/monies received. Bank any cheques or Cash received for competitions, enter onto spreadsheet and forward the same to Competition Secretary, together with any entry forms received. If multifil entries are received into the bank account, check with the Competition Secretary for names of players.
- Keep a ledger of all financial transactions.
- Pay all invoices and expenses as and when presented.
- Bank all monies received.
- Inform the Exec committee of receipt of any donations – the secretary will forward a letter of thanks to the payee.
- Attend County events whenever possible, to prepare Prize Vouchers and to oversee the raffle.
- Purchase prizes for the raffle at County events. Bring raffle tickets, carton for the sold tickers and a float and arrange for a helper to run the raffle on the day.
- Provides cheque to County Captain for donation to the hosting club for competitions, having been agreed with the Committee.
- The Treasurer is entitled to claim expenses to cover mileage, and any reasonable expenses incurred in carrying out their duties.