

WEYBRIDGE ROWING CLUB

Treasurer

Summary: Overall responsibility for the financial management & control of WRC.

Accountable and Responsible for:-

- Maintain WRC Accounts and present for auditing each year.
- Attend AGM and present Audited accounts to the AGM.
- Through consultation with the Committee Chairman, Club Captain, Vice Captains and Facilities Manager, prepare an annual budget for presentation to the club membership at the AGM.
- Recommend the level of membership subscription.
- Execute financial control across each of the Club bank accounts, maintaining appropriate signatories.
- Arrange payments of Club bills (eg. Club Insurance, ARA Levy, NT Lease, EA Licences in liaison with Secretary, Boat Repairs in liaison with the Captain, Utilities in liaison with Facilities Manager)
- Measure and analyse the financial performance of the club against the agreed budgets and report on it at committee meetings.
- Resolve any financial problems
- Hold up-to-date and master copies of:
 - Club Accounts (issued by Treasurer)
 - Club Membership Details (master maintained by Membership Secretary)

The Treasurer is an Honorary Officer of the Club (Rule 13)