

Treasurer

NAME OF CLUB: *Kingston Kayak Club*









ROLE: TREASURER

RESPONSIBLE TO: *CLUB COMMITTEE*

NAME OF VOLUNTEER *Lesley Medina*

START DATE: *01.04.13*

END DATE: *31.03.15*

-  Managing the Club's income and expenditure in accordance with club rules
-  Producing an end of year financial report
-  Regularly reporting back to the club committee on all financial matters
-  Efficient payment of invoices and bills
-  Proposing amendments to annual and weekly subscriptions as appropriate
-  Depositing cash and cheques that the club receives
-  Keeping up to date financial records
-  Arranging handover or succession planning for the position