CIVIL SERVICE SAILING ASSOCIATION

**Role & responsibility Treasurer**

To act as custodian of the Association’s finances and ensure that the Association’s finances are managed in a prudent and appropriate manner.

To establish appropriate processes and controls to ensure financial integrity of all Association financial transactions.

To produce the annual accounts of CSSA as soon as reasonably practicable after period end and liaise with the appointed auditor to finalise the accounts and approve them.

To distribute the accounts to the Members and present the Treasurer report and accounts at the AGM and answer any questions from Members at the AGM.

To advise the GC on the financial position of the Association as requested and to act prudently and ensure that reasonable control is kept on expenditure.

To maintain appropriate accounting records and ensure correct allocation of all payments and receipts.

To ensure that appropriate banking arrangements are maintained and manage the Association bank accounts including: o establishing savings and current accounts;

-clearing Association invoices in the required timescale by on-line bank transfer or cheque payments;

- monthly reconciliation of the bank accounts;

-ensuring sufficient funds are maintained in the Association’s current account and transferring funds between the current account and savings account as required so as to ensure invoices submitted to the Association can be settled in a timely fashion;

To give advice and guidance on the Association’s financial position and to advise budget holders and ensure that budget holders only authorise expenditure in conjunction with GC approval.

To participate in ad hoc working groups were required.

To prepare and submit invoices on behalf of the Association and ensure invoices are settled by Association debtors.

To build and maintain good relationships with external bodies such as CSSC and the Association’s banking providers.

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Based on an original document by Bough Beech Sailing Club