



## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Treasurer**

**Name of Treasurer:** Michael Rinnhofer

**Responsible to:** Colebridge Management Committee

### **Main duties**

- ↳ Support the efficient running of the club.
- ↳ Managing the Club's income and expenditure in accordance with the Colebridge rules.
- ↳ Keeping up to date financial records.
- ↳ Producing a budget / cash flow for the year ahead.
- ↳ Producing an end of year financial report; and arranging for such documents to be reviewed by an independent person.
- ↳ Regularly reporting back to the club committee on all financial matters (actual v budget).
- ↳ Efficient payment of invoices and bills.
- ↳ Depositing cash and cheques that the club receives.
- ↳ Manage, review and renew the electricity contract.
- ↳ Manage and review the water contract.
- ↳ Ensure the club insurance is up to date and relevant, and renewed when required.
- ↳ Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- ↳ Arranging handover or succession planning for the position.

Treasurer - Adopted in Club Committee Meeting minutes

Signed:

A handwritten signature in black ink that reads "John Cole".

Club Chair

Dated: 13<sup>th</sup> November 2025