



TREASURER JOB DESCRIPTION WE NEED YOU!!!!

This is how Andy Stobbie our Treasurer describes his role as club treasurer; he has developed his role over the years to try to automate it as much as possible. Someone else may wish to approach it differently but Andy has done a great job over the years and will I am sure give any help necessary to whoever volunteers.

Job Description.

Attend Committee meetings and AGM, 2-3 per year.

Director of the Panther Car Club, involving writing up of the books of accounts. There are 4 main club accounts:

- 1) Co-operative Bank current account. I almost completely run this online. All the main payees are online, the biggest being Gipping Press for the magazine, so when an invoice is received, usually online, the system can be logged into to pay them. I probably pay in and out about 1-2 cheques per year. Most of the payments in are made by Val for Regalia (also gets some memberships) and Geoff for Memberships and 100 club. Similarly, Val and Geoff have chequebooks to pay for Regalia and 100 club prizes. The lowest point the balance gets to is May just before Memberships are paid in, around £3,000, I leave it at that to cover any Regalia

- purchases that may be required. Online payments go into this account.
- 2) Aldermore deposit account, pays around 1% best business account I could find, has about £5,000.
 - 3) PayPal account. Run by Val to pay some suppliers in euros and take in payments, currently has over 1000 Euros and over £400 in currently.
 - 4) Petty cash run by Val for Regalia, when value builds up is paid into current account

Main Treasurers job is writing up the books of Accounts and after year end. Val & Ray stock take the Regalia after year end work out the accounts for them including PayPal and petty cash and email over the spreadsheet with the details. I export the bank statements to a spreadsheet and get Val and Geoff to identify the payments in and out. I then separate the income and expenditure and identify each type of payment eg. sales, membership subs etc. I developed a spreadsheet so that identifying the payment copies it into the appropriate column. I combine the bank and cash accounts into one cashbook and reconcile to give a cash in hand value for the club. I am not an Accountant so what I then do is send all this to the Club Accountant Barrie Corfield, who produces a set of financial accounts for the club. I copy this into the template of the accounts booklet for Members and send to the printers ready for the AGM. After approval an abbreviated version of the financial accounts then have to be sent to Companies House for retention.

Sounds a lot but the day to day running is sorted by Val and Geoff, the main activity being the accounts.

If you feel you are able to take on this position, please get in touch with myself or John Morrissey our secretary and Andy Stobbie would be happy to discuss the position with you.

Val Bridges