

# *Beds & Luton Schools Athletics Association*

## **The Role of the Treasurer:**

### General

#### 1. Income

- a. To receive all income to the Association
- b. To pay all income into the Association Bank Account
- c. To record all income in the Account Books

#### 2. Payments

- a. To promptly pay all invoices and other payments including those presented by individuals who have incurred expenses or made payments on behalf of the Association
- b. To retain all invoices or other evidence of payment for purposes of the audit
- c. To record all payments into the Account Books

#### 3. Accounts

- a. To prepare the end of year accounts (31 October) and arrange for them to be audited; and then present the audited accounts to the AGM.
- b. To make a short report at committee meetings; and between meetings to advise the Chair and Secretary of any unusual expenditure or other matter as appropriate.

#### 4. Affiliations

- a. To invoice all affiliated schools with an affiliation request a.s.a.p. after the AGM when the affiliation fee is set.
- b. To follow up unpaid affiliations.
- c. To advise District and County Team Managers of which schools have not paid their affiliation fee thereby rendering their students ineligible to compete in County or ESAA events.

#### 5. Contributions towards costs of athletes representing County at ESAA Events

- a. To liaise with Team Managers to decide the contributions to be asked per athlete (to then be equally divided between parent and school).
- b. To decide with Team Managers whether it will be the Team Manager or the Treasurer who will ask for these contributions from parents and schools.
- c. Note: it may be practical for the Team Managers to ask and follow up parent contributions (since they will have the contact details); and for the Treasurer to ask and follow up school contributions since in many cases there will be more than one athlete per school.

Dennis Johnson

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