

Carrick Castle Boat Club

Treasurer - Job Description

- a) Deal with all enquiries directed to the Treasurer by telephone, mail or e-mail.
- b) Check the payment box at the club's notice board for visitors moorings payments and keep the payment envelopes topped up with a pencil always available.
- c) Transfer PayPal visitors moorings payments to the club's bank regularly.
- d) Pay in to the Club's bank account cheques and cash received regularly.
- e) Update the Moorings Officer's Visitors Moorings database with payments received by PayPal, bank transfer, cheque and cash.
- f) Make payments by cheque, as requested by committee members for agreed purchases or individual or annual Crown Estate Scotland mooring fees.
- g) Act as signatory on cheques in liaison with the Secretary and/or Moorings Officer.
- h) Check bank statements monthly on receipt.
- i) Keep the club's accounts up to date.
- j) Check with the Moorings Officer and the Secretary that the list of mooring owners and members is up to date prior to issuing invoices.
- k) Check with the Secretary that the Crown Estate Scotland mooring fees are correct for the coming year.
- l) Invoice club members annual subscriptions and Crown Estate mooring fees on 3rd November for payment by 3rd December each year.
- m) Add the club's 'Information Request' to the invoice and send out by post and by e-mail. Information requests received should be passed to the Moorings Officer.
- n) Send out a reminder for payment one week prior to 3rd December annually to those not yet paid with notice of penalties in Paragraph 8 of the club's Constitution.
- o) Send out club Membership Cards to members prepared by the Secretary so that members can obtain discounts from various suppliers.
- p) Prepare the club's Annual Accounts for presentation to the committee prior to the club's Annual General Meeting for members acceptance.
- q) Pass the final accounts to a third person for auditing.
- r) Attend committee meetings, EGMs and AGMs and report on the club's finances.
- s) Work with other members of the committee to support the needs of the members.