



<https://www.birminghambowlingassociation.com>
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Birmingham Bowling Association

Treasurer Job Description

The treasurer is responsible for all incoming and outgoing finances of the association.

The treasurer is required to

- a. Prepare an annual budget, in consultation with the president and executive committee, projecting income and expenditure for the financial year of the association
- b. Maintain an accurate record of all receipts and expenditures of the association in appropriate file formats
- c. Receive all monies, including membership subscriptions paid to the association. Pay all monies received into the association account
- d. Prepare and present a written financial statement for each management committee meeting
- e. Pay bills such as
 - a. Annual luncheon
 - b. Bowls England affiliation
 - c. Insurance
 - d. Website