

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

04.01.22