

Tuam Stars Football and Camogie Club Treasurer and Finance Committee Role and Responsibilities

The Treasurer (An Cisteoir)

The Treasurer has responsibility for all Club finance which includes Cash, Assets, Games Equipment and Fittings/Fixtures etc. The Treasurer is the Chief Financial Controller of the Club.

An Cisteoir is responsible for:

- The safe-keeping of the funds of the Club in conjunction with the Finance Committee
- Ensuring that the personal property of the Club is protected
- Organisation and management of the Club finances

Main Duties

- Receive all money on behalf of the Club
- Act as a signatory on all Club bank accounts
- Keep an accurate set of accounts
- Present the annual audited accounts to the AGM
- Ensure that all receipts are kept
- Ensure all fees are paid
- Ensure that the Club does not fall into debt
- With the Chairperson and Secretary make important Club decisions between Club Executive Meetings
- Present a budget to the Executive Committee at the first Executive Committee meeting of the Year
- The treasurer must not commit the Club to any expenditure for which prior approval has not been given in line with club policies.

Club Accounts - Cheque Book and Bank Statements

- The Club must open a bank account (Rule 11.1)
- All cheques drawn must be signed by the treasurer and co-signed by the Secretary or Chairperson (Rule 11.1) Cheques should not be pre-signed
- To ensure accountability, all financial transactions in the Club should only take place by cheque

The Executive Committee shall cause proper Books of Account to be kept in respect of:

- All sums of money received and expended by the Club, and the matters in respect of which such receipts and expenditures take place
- All Sales and Purchases of goods by the Club
- The Assets and Liabilities of the Club

An Cisteoir should keep the following record books:

- Income Record spreadsheet
- Payments spreadsheet
- Invoice spreadsheet
- Receipt spreadsheet
- spreadsheet in which to enter monies received at matches, meetings and functions etc.
- Make payments by cheque and retain cheque stubs.

- Retain all bank statements and ensure that cheque numbers correspond to those on the bank statement.
- Enter transactions in Income and Expenditure spreadsheet
- Give receipts for cash received and get receipts for cash paid out.
- Keep receipts on file.

Club Executive Meetings

The financial report to all Executive meetings should include the following details:

- Income
- Expenditure
- Bank Balance(s) – with statements reconciled
- List of accruals (e.g. when we account for something when it is earned or spent, rather than when we actually get or hand over the cash or asset) and prepayments (where appropriate)
- Details of investments and bank loans (where appropriate)
- Financial Commitments.

Treasurer's Duties at the AGM

- The main duty of the Treasurer at the AGM is to prepare an Annual Financial Statement and Balance Sheet (Rule 11.8)
- Report placed before the AGM for consideration.
- Copy of financial statement should be forwarded to Clubs members prior to AGM (Rule 8.5.3)
- It is recommended that Annual Accounts should be audited independently
- Financial statement to be approved by the Executive Committee prior to AGM, and signed by two of three officers – Chairman, Secretary and Treasurer (Rule 11.7)

The financial report presented to the AGM must include the following:

- Income
- Expenditure
- Bank Balances with statements reconciled.
- List of accruals and payments.
- Debts
- Details of investments and bank loans.

In brief the Treasurer

- Oversees the Club's accounts
- Maintains the Club's financial books, i.e. records all items of income and expenditure, to include keeping all invoices, bills, and receipts and noting what all payments, cheque or cash, are for
- Gets cash paid into the Club's account as soon as possible
- Keeps the Executive Committee up to date on all financial matters
- Prepares and presents a financial report for the Club AGM
- Contributes at County level as appropriate

Finance Subcommittee

This Subcommittee will ensure the following:

- Overall financial management and governance of the Club
- Issue audited accounts to the Club for the AGM
- Co-ordinate and agree parameters of all fundraising activities for the overall Club and for the units managed by Subcommittees of the Executive
- Publish **quarterly accounts** on behalf of the Executive
- Liaise with banks and third party financial organisations on behalf of the executive
- Develop annual budget for the Club including the dispersal of funds to Club units
- Source and manage Club sponsor partners **through Cairde Réalta Thuama**
- The chairman (who shall be the treasurer of the club) of this committee will sit on the Club Executive Committee and will provide a report to each meeting.
- Have appropriate financial controls in place including a budgeting system and cash flow management.
- Always protect the Club's assets and never take unnecessary financial risks.
- Get value for money for the running of the Club and any new developments/ ventures.
- Have appropriate financial resources in place for new projects and the everyday running of the Club.
- Oversee accountability, transparency and clear lines of responsibility throughout the Club.
- Annual accounts will be subject to audit by independent body.
- Implement our Finance Action Plan.

The Finance Sub-committee shall include:

- Treasurer of the Football Committee
- Assistant Treasurer of the Football Committee
- Registrar of the Football Committee
- Treasurer of the Camogie Committee
- Assistant Treasurer of the Camogie Committee
- Registrar of the Camogie Committee
- One ordinary Member of the Club (Currently also the Treasurer for Tuam-Cortoon LGFA)

One of the Assistant Treasurers shall chair **Cairde Réalta Thuama** who shall be responsible for the sourcing and management of Club Sponsor Partners