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**BRIDGWATER NETBALL CLUB**

**TREASURER**

**The Treasurer shall:-**

1. Be responsible for the management of Bridgwater Netball Club’s finances in accordance with the decisions of the Committee and have the right to query any expenditure.
2. Recommend action on financial matters to the Committee.
3. To ensure that all England Netball affiliation monies are returned to England Netball by the date requested.

4. Present a financial report to all meetings of the Committee.

5. Present an Annual Report and an Audited Balance Sheet at the Club’s Annual General Meeting. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the auditors.

6. Be responsible for all monies belonging to Bridgwater Netball Club.

1. Request and receive Club monies from the members of Bridgwater Netball Club.

8. Make arrangements with the captains for the control of monies for the teams, including a bank account with 2 signatures, fees, expense payments, etc.

9. Be available to attend sub-committee meetings or working parties in an advisory

 capacity.

10. Allocate monies upon the order of the Committee asfollows:-

 a. Petty Cash to Committee members

 b. Gratuities

1. Payment for equipment/resources

 d. Payment for facilities

11. Renew insurances annually.

1. If unable to attend Committee Meetings ensure that a written report is sent.

13. Ensure the Club adheres to the England Netball Duty of Care Guidelines.