

BOWMEN of BRUNTWOOD

TREASURERS DUTIES AND RESPONSIBILITIES

1. Collect money from the club safe
2. Collect money from the electricity meter
3. Collect money from the members when subscriptions are due.
4. Pay club money into the bank account
5. Maintain a spreadsheet showing payments and deposits
6. Write cheques when asked by club committee members
7. Re-fund bow rental deposits
8. Order equipment/ club items from suppliers when asked by committee members
9. Update committee members regarding the health of the accounts

General

The Treasurer is responsible, as you may expect, for collecting all manner of funds and paying all manner of invoices. These include collecting monies from tuition, subscriptions, badge sales, apparel sales, club shoot fees (when hosted by BoB), social events, Have-a-goes and emptying the meter.

Invoice payments will range from rent & insurance, utility bills, equipment purchases and repairs, target faces, replacement club bows and sights and strings and tabs and bracers, plus minor refreshments for volunteers at working parties, providing the float for Have-a-goes, creocote and major works expenditure, and ink, paper and printing. There are doubtless many more.

Filing of Application and renewal forms, receipts and invoices, bank statements and so on all take place within a lever-arched file.

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The Treasurer should prepare a short report for each quarterly open meeting/AGM and forward a copy this to the Secretary, in advance, both as a courtesy and also to avoid any embarrassment in the event of any delay, accident or other misadventure.

The Treasurer should also prepare and inform the committee and membership of likely costs and expenditure having taken requests for purchases and so on from other committee members. This information should enable a rough budget to be prepared to gauge the position of club funds over the coming 12 months and enable a suggested Club subscription fee amount to be proposed. When a final new fees sum is agreed a number of computations will need to be made to calculate the discounted fee amounts and the fees required of newly joining members during the coming quarters of the year, based on the pro rata system employed by both the club and Archery GB.

Please note that Cheshire Archery Association and Northern Counties Archery Society do not pro rata their fees and the amounts quoted are always the ones charged.

The club accounts should be independently audited at the end of the club financial year – December 31st – and a copy of the accounts summary should be made available via the Secretary to be circulated to the membership several weeks in advance of the AGM in early March.

Further information: -

All committee members have access to the combination safe at the Indoor range.

There is a lockable metal cash box in the safe to which the Treasurer alone has the key and which is usually left unlocked. Currently, coaches place monies into this unlocked box from tuition, new membership and apparel sales and so on.

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The Treasurer, Steve Ash (Coaching Co-ordinator) and Fred Burgess (Chairman) each have a key to the electricity meter at the Indoor range. The Treasurer is responsible for periodically emptying this meter. If it is not done regularly, the meter becomes full and stops working and will then need to be reset. Instructions are in a clear wallet stuck on the inside of the meter cupboard door. It is possible to change the rate at which the meter operates. Increasing the 'pence/Kw hour' rate will reduce the number of minutes received per £1. This is currently designed to cover the costs of gas and electricity charged to the club and is monitored by the Treasurer. In this way, those that use the gas and electricity are the ones who pay.

Excel spreadsheets

- The current spreadsheets have been maintained via Office for Mac and so may differ slightly if maintained on a Microsoft computer.
- From the main accounts spreadsheet 'BoB20xx.Master.xlsx': -
 1. Select the 'Club Trans 20xx' sheet.
 2. Enter details of the transaction following the guidelines of previous entries.
 3. Ensure that the 'Main category' is accurate and either one from the existing list (see either the Income summary sheet or the expenditure sheet) or create a new category if none is appropriate.
 4. If more rows are required, select an empty row from the bottom of the sheet and click on Insert and rows from the Menu bar.
 5. Select a cell from the Balance column that has already computed the running balance and select 'copy', then select all cells in the column below the copied cell and press paste.
 6. Repeat this action for the Income / Expense column.
 7. Future rows will now automatically compute the running balance.
 8. PIVOT TABLES ARE NOT WORKING ON THIS SHEET AT (they are easier to do so I believe via Microsoft computers and would save the manual transferring of information to the Income Summary and Expenditure Summary sheets).
 9. Manually transfer the totals from each Main Category item onto the appropriate Income summary or Expenditure summary sheet.

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10. The links within all remaining sheets will now automatically update the necessary cells within the Monthly I & E, the Account Summary, and Budget 20xx sheets.
11. Any new Main Category headings will of course involve inserting the new rows AT THE SAME PLACE in these other sheets so that they can be populated automatically. You will have to cut and paste the links within the cells of these new rows from those above them in order for all macros to work correctly (including some basic 'auto sum' additions).
12. Deducting the amounts of any cheques that have been issued but have not yet been presented, from the bank balance should complete reconciliation of the club accounts to the bank statements. The bank statement should be annotated to this effect and signed each month by you.
13. For new members, enter their details onto the Bob Members 20xx Master.xlsx sheet
14. To create a new BoB membership and a Temporary Archery GB membership number, first select the dropdown arrow at the top of the BoB membership column and pick 'sort ascending'
15. This will order all current BoB membership numbers, so that the last used number will be at the foot of the table. All other information is automatically reordered also.
16. Enter the new details allocating the next number to the new member, and similarly the next new Archery GB number.
17. Note their date of joining, and for Juniors, their date of birth.
18. **ADVISE THE SECRETARY BY EMAIL OF THE NEW MEMBER DETAILS, SO THAT THEY MAY BE ADDED TO HIS EMAIL LIST.**
19. For Juniors, copy and paste the row into the next sheet, 'Juniors only' (maintained alongside for ease of future reference).
20. Copy and paste all new people into the 'New members Archery GB numbers awaited' sheet, again for ease of reference, so that you are aware of how many numbers are outstanding. (The Archery GB portal should make this information more accessible when it is eventually rolled out).
21. Copy the information once more into the 'BoB Archery GB updates from 20x-' spreadsheet, after first copying an existing sheet from that spreadsheet and then deleting the cell contents (so as to create a blank copy).
22. Ensure that the column marked 'third party opt out is marked Y



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23. Ensure that the pro rata fee is correctly worked out and remember that for Juniors, we pay an en bloc annual fee and therefore do not pay any subsequent fees throughout the year for any new juniors.
24. Amend the date and Treasurer details on this form and label the sheet with the date of submission.
25. Print off 3 copies of this form. 1 for the club, 1 for Archery GB and 1 for Cheshire Archery Association (CAA).
26. Write a cheque in favour of Archery GB for the sum total and remit 1 form and the cheque to them at the Lilleshall address. Make sure the cheque is countersigned.
27. Open the Word document 'CAA & NCAS & Fee Payment.docx'.
28. Overwrite the necessary details on the left-hand side of the form in the boxes for Bowmen of Bruntwood and Bowmen of Bruntwood Junior Club, to include the numbers of new members being affiliated.
29. Amend the date and Treasurer details on the right-hand side of the form and print out 2 copies. 1 for the club and 1 for the CAA.
30. Write a cheque for the total of the CAA and NCAS fees combined in favour of Cheshire Archery Association and place in an envelope together with a copy of the form and a copy of the Archery GB affiliation form mentioned above and hand to Catherine Ash (current Treasurer of CAA) via Steve Ash. Make sure the cheque is countersigned.

As the new Treasurer, you will also need to send letters to SMBC, plus the gas and electricity suppliers, advising them of your appointment so that communications can be addressed to you in the future.