

Midland Region Hockey Umpiring Association

Treasurer - Terms of Reference

This document should be considered as an outline of the responsibilities and functions of the Treasurer of MRHUA. It should not be considered exhaustive or absolute. Sometimes flexibility and/or discretion will be required.

At commencement of New Financial Year:

- Enter mileage rates, club charging rates and member subscription fees on to the system.
- Issue invoices in advance to clubs in respect of League fees for the new season.
- Charge any additional fees to members.
- Arrange for completion of accounts for previous financial year; provide all required information to the Hon Scrutineer in a timely manner so that the Scrutinised accounts are available to the Executive Committee for the second scheduled meeting of the year (typically in November/early December).

Ongoing 'Day to Day' responsibilities:

- Ensure that all receipts are accounted for in a timely manner, including, where appropriate, banking of any cheques/cash received. Send reminders to clubs for invoices/fines which have not been paid in accordance with MRHUA guidelines/requirements.
- Monthly – charge clubs/organisations for all other appointments made and completed (e.g. Friendly and EH Competitions) in the previous month.
- In conjunction with relevant Appointment Secretaries, ensure that all club fines are issued in a timely manner.
- Pay all approved invoices from suppliers in a timely manner. Ensure that payment has been authorised by whomsoever ordered the goods/services. Enter expenditure under the correct expense headings in the accounts menu.
- Manage the finances of the Association to ensure that monies are correctly accounted for and that funds are available to pay creditors as and when required. This will include checking of bank statements as and when received and running a bank reconciliation at the end of each month.
- Pay expenses to members in a timely manner (normally in December and after the end of the League season). Ensure that all relevant charges (Subscriptions, Shirt charges etc.) have been levied before paying in December (or end of season as the case may be). Some members may claim expenses at other times: These should be paid on a set monthly cycle, subject to any deductions which may be outstanding.
- Provide up to date accounts for consideration at Executive Committee meetings in sufficient time for the Committee to consider the documents before the meeting. These should show the anticipated budget position to date and the full budget for the year so that sensible comparisons can be made on a regular basis by the Executive.
- Provide Draft budget for the following Financial Year for consideration at the January/ February Executive Meeting. Undertake all necessary work to provide Budget for approval at the March Executive meeting in advance of the AGM.
- Present the following to the AGM
 - Scrutinised accounts for the previous Financial Year
 - Up to date accounts for the current Financial year
 - Proposed Budget together with proposed charges for the following Financial year.
- Ensure that Bank Mandates etc. are up to date and in accordance with the wishes and resolutions of the Executive Committee at all times.
- Deal with all queries raised by clubs/members/organisations etc and ensure a satisfactory resolution.