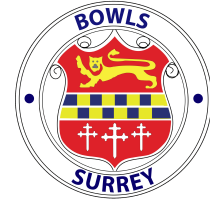


# BOWLS SURREY

## ROLE DESCRIPTION

### TREASURER



To receive the yearly affiliation fees and competition entry fees from the clubs in Surrey. This currently takes place between September and November. The monies received need to be reconciled by comparing the entries on the payment form ( Form B ) to the number of members for the coming season stated on the Affiliation Form (Form A ) and the accompanying list of members and the Competition Entry Form ( Form C ) and any identified under or over payments should be identified and corrected.

The information received should be entered in the case of the gentlemen onto the four Area Analysis sheets and in the case of the ladies the four Zone sheets. These then can be sent to the Competition Secretaries so that they are aware of the entries per Area/ Zone per competition before making the draws. Once all the sheets have been completed and agreed a summary for each Association can be prepared and the monies owed to the Associations can be transferred. Likewise the Bowls England Annual return can be completed showing members for the coming season and those entering National Competitions and the relevant monies paid to Bowls England. A list on members by club is also required by Bowls England.

Subsequently during the season the Board Treasurer receives from Bowls England funds to be paid to players completing in the National championships. This again is transferred to the two Associations for payment to the relevant players.

The monies are paid into the Bowls Surrey Bank Account and this requires to be reconciled and a statement of Accounts produced for each meeting of the Bowls Surrey Committee and for the AGM