

Suffolk County Athletics Association

Treasurer



Role Description

- Be the county associations' main point of contact for enquiries regarding finance / payments.
- Receive all monies in association with SCAA – document and bank accordingly.
- Responsible for receiving and paying invoices.
- Agree outgoing payments with the appropriate SCAA officers.
- Keep up to date records of income & expenditure of SCAA and produce a report for executive committee meetings.
- Raise any concerns regarding the state of SCAA finances with Chairman & executive committee.
- Prepare annual accounts and ensure these are audited prior to the AGM.
- Detail financial projections for the year, and raise any variances following that year with the executive committee.
- Ensure clubs have paid their affiliations and event fees – send out reminders as necessary.