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# 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 and expenditure of SCAA and produce a report for Executive committee meetings.
- Raise any concerns regarding the state of SCAA finances with the Chairman and 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.
- Ensure that SCAA are affiliated to England Athletes and the SEAA.