



## **East Midlands**

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### **England Fencing**

#### Role of the Treasurer

- The Treasurer has the responsibility of ensuring that accurate records are maintained for EMREF (East Midlands Region, England Fencing).
- Work closely with the other members of the committee and provide regular financial statements for meetings.
- Prepare and present an end-of-year statement of accounts to the AGM.
- Maintain a separate EMREF bank account and effectively manage the finances of EMREF by keeping up-to-date records of all financial transactions.
- Pay invoices when they arrive and record evidence of this.
- Ensure that all cash and cheques are banked.
- Prepare accounts for auditing if the committee decides this is an action that needs to be carried out.