**WPC Treasurer – Job Description**

Maintain Club Bank Account

Bank all Member and Guest Subscriptions / Tea Monies / Donations /etc

Report Bank Balance back to Committee at regular intervals

Payments – Rent / Insurance / CACC Membership / Speaker / Judge /etc

Formalize Grant Applications with Chairman

Ensure Annual Accounts are Prepared and Audited for AGM in May

Produce projection of general outgoings