**CTT LONDON WEST DISTRICT - GUIDANCE FOR DISTRICT OFFICIALS**

**TREASURER**

**Role Purpose**

Maintain the financial records and the bank account(s) of the District Council.

**Key responsibilities of the role:**

1. Follow the rules and regulations of Cycling Time Trials with reference to all financial dealings for the District. Item 29.2 of the CTT Articles of Association contain a list of the CTT’s requirements of District Treasurers.
2. Maintain a bank account in the name of the London West Cycling Time Trials.
3. Receive monies on behalf of the District Council and forward all such monies from time to time to the National Treasurer and/or when requested to do so by the National Treasurer.
4. Discharge all financial liabilities of the District Council as directed by the District Committee and where applicable apply to receive such monies from the National Treasurer.\*\**see appendix A for current details of National Treasurer*
5. Keep an accurate record of all financial transactions of the District Council and provide such records to the District Committee as relevant, normally at District committee meetings.
6. Make such returns as required by the National Treasurer on all Type “B” events held in the District for which the levy has been received. A levy summary shall be sent to the National Treasurer within 14 days of the end of the month to which it relates. At the end of each financial year (March 31st) prepare annual accounts and arrange for them to be audited.

*Note that a more detailed list of the Treasurer’s duties is contained in Appendix “A” below*

**Person specification (essential)**

1. Have the ability to understand and carry out financial transactions and produce and keep relevant records of such transactions.
2. Have the necessary hardware and software to attend online meetings (Zoom) and carry out online communications (email etc.).
3. Be able to use maintain a bank account on behalf of the District. This is normally done online and the ability to maintain online bank accounts has now become a necessity.
4. To be able to attend District Committee meetings on a regular basis, whether online or physical.
5. To have an understanding of Excel software in order to create and update all financial records of LWDC.

**Person specification (desirable)**

1. Have previous experience of maintaining a bank account on the behalf of an administrative body such as a CTT district or similar.
2. Be aware of how the CTT and, to a lesser extent, other cycling bodies, are organised with particular reference to their financial standing and operations.

**APPENDIX “A”**

In the articles of Association of Cycling Time Trials is a more comprehensive list of the Treasurer’s duties in item 29.2. The current National Treasurer is Mark Saunders, The Retreat, Old Exeter Street, Chudleigh, Devon TQ13 0JX. Telephone number: 01626 852762. Email: mark.saunders@cyclingtimetrials.org.uk

For guidance the following items are included in the current duties of the London West District Treasurer.

1. Record all payments in the “Receipts & Banking documents

**Clubs’ Annual Affiliation Fees**

1. Although most of these are done now online some clubs still pay by cheque and you must go online to the District Account to0 update the payment and the secretary details if necessary. In October each year send a bulk email via the CTT website to all LWDC Club secretaries reminding them the CTT affiliations are due..
2. In December download from the CTT website a file with Club details and send an email to those not affiliated reminding them that they will be required to pay a “late-payment fee” if not renewed by 31st December.
3. In late January once again download club details and send a message to all those not re-affiliated that their members will not be able to participate in CTT Time Trials unless they re-affiliate.
4. **Open Event Levy:** All open event levies are now collected directly by the CTT.
5. **Club Event Levy**: In October download the event secretary details for all clubs that have held Club events (Class “B” events). Currently those details can be accessed from the online yearly handbook produced by the events secretary of LWDC. Send an email to each of those club secretaries attaching the Club Events Levy Form from the CTT website https//www.cyclingtimetrials.org.uk/documents/index/clubs. Record asll payments in the “Receipts and Banking document.
6. **Bills Received**: You need to record the amounts, category (eg room hire; postage; stationary etc.) the date of the transaction and to whom the payment was issued, in the “Expenses and funds” file. You must ensure that you keep sufficient funds in the LWDC account to cover all of the cheques you issue. When necessary, “top-ups” for the account can be applied for from the National CTT Treasurer (see above).