

A YEAR IN THE LIFE OF A HOCKEY CLUB TREASURER



The role of a **Club Treasurer** is often invisible to members, yet it is one of the most important positions in any club. While players focus on training, matches and social events, the treasurer works behind the scenes throughout the year to ensure the club remains financially healthy, compliant and able to deliver activities for its members.

August to September: Preparing for a New Season

As the new season approaches, the treasurer's focus is on budgeting and planning. They review the previous year's finances, forecast income and expenditure and help the committee set membership fees.

Typical tasks include:

- Preparing the annual budget
- Setting membership and match fee levels
- Updating payment systems
- Liaising with the hockey club's bank
- Supporting the membership process
- Ensuring the membership fee and any insurance are paid

This is often one of the busiest periods, as income from membership is critical to the club's cash flow

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October to December: Managing Day-to-Day Finances

Once the season is underway, the treasurer oversees the club's financial operations.

Key responsibilities include:

- Collecting membership fees
- Monitoring match fee payments
- Paying facility hire invoices
- Reimbursing coaches, umpires and volunteers
- Tracking expenditure against budget
- Producing regular financial reports for committee meetings

The treasurer must ensure that money coming in matches expectations and quickly identify any emerging financial issues.

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January to March: Mid-Season Review

The middle of the season provides an opportunity to assess financial performance.

Activities may include:

- Reviewing budget forecasts
- Reporting on membership numbers
- Monitoring cash reserves
- Supporting funding applications
- Managing grant income and expenditure
- Advising the committee on planned investments

Whether the club is considering new equipment, coach development or facility improvements, the treasurer helps ensure decisions are financially sustainable.

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April to May: End of Season Activity

As leagues draw to a close, attention turns to season-end commitments.

The treasurer may be responsible for:

- Settling outstanding invoices
- Finalising payments to coaches and officials
- Managing awards dinner finances
- Reconciling accounts
- Reviewing fundraising performance
- Beginning preparations for year-end reporting

Accurate book keeping throughout the year makes this stage significantly easier.

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June to July: Financial Reporting and Planning Ahead

The close season is far from quiet for a treasurer.

Important tasks often include:

- Preparing annual accounts
- Coordinating independent examination or audit requirements
- Presenting financial results at the AGM
- Working with the committee on future budgets
- Updating financial policies and procedures
- Planning for the next membership cycle

This period provides an opportunity to reflect on the club's financial position and set priorities for the year ahead.