Rochdale Harriers & A.C.
Role Description: Auditor

Any capitalised terms used in this document which are defined in the Club's constitution shall have the same meaning as in the Club's constitution.

Introduction

The Auditor ideally has a background in finance, good IT skills and has the role of checking the end-of-year financial report prepared by the Treasurer and bringing any errors, issues or concerns to the attention of then Committee. Given the need for independence, the Auditor cannot be related to the Treasurer, in a relationship with or cohabiting with the Treasurer.

Responsbilities of the Auditor:

- **End of year Financial Report** - Independently check the end-of-year financial report prepared by the Treasurer, discussing any errors, issues or concerns with the Treasurer and, where there is any doubt bring them attention of the Committee. The Treasurer's report should include details of income, expenditure, bank balances, stock levels and values and details of any other assets held by the Club.
- **Bank Accounts** - Check first-hand (not via screenshots) whether the balance in the Club's bank accounts are consistent with the end-of-year financial report prepared by the Treasurer, promptly reporting any errors, issues or concerns to the Committee.
- **Stock -** Check with the Member(s) who hold any Club assets (e.g. kit or other assets) whether the values and numbers in the Treasurer's report are correct, discussing any errors, issues or concerns with the Treasurer and, where there is any doubt, bring them attention of the Committee.
- Provide a written summary of the audit results to the Secretary at least one (1) week before the AGM.

- Arranging handover or succession planning for the position of Auditor.

This role description was approved by the Committee on 29th April 2024.