# About the Role

The Treasurer role is pertinent to the Society’s financial upkeep. The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the committee to safeguard the company’s finances.

In summary, the Treasurer it responsible for:

1. General financial oversight
2. Funding, fundraising and sales income management
3. Financial planning and budgeting
4. Financial reporting
5. Banking, book keeping and record keeping
6. Control of fixed assets and stock

The Treasurer is an elected officer of the committee and is a trustee of the Society. This makes them one of the two people required to sign off on the financial statements and annual return of the Society.

# Role Description

The job role may be split into the following categories:

## Daily

* Maintain upkeep of charity bank account including day to day banking.
* Maintaining control of the company debit card and ensure it is utilised only for purposes as set out in the Constitution.
* Assist committee in all financial advice as and when necessary to the best of their knowledge.
* Maintaining petty cash float for events

## Monthly

* Preparation and reconciliation of monthly bookkeeping, including reconciliation of debtors, creditors and membership. Current financial position is to be reported on at the next committee meeting.
* Membership breakdown to be sent to the Membership Secretary within five days of the month end for utilisation at committee meeting. Any large debts that the Membership Secretary is unable to collect should be handled by the Treasurer
* Budgetary analysis to be prepared upon completion of monthly bookkeeping. This is to be presented at the next committee meeting.

## Annual

* Preparation of draft financial statements to be completed within 1 month of the year end. These are to be presented to the Committee in the second month of the new financial year before onward forwarding to Auditor.
* Arranging and assisting in the audit process of the accounts with an external independent source. This is the duly elected nominee as presented at the last Annual General Meeting. The Audit must be completed before the AGM for presentation.
* Annual budget is to be prepared for next financial year before the final committee meeting of the financial year. This is to include preliminary budgets for both the annual show and annual fundraising concert. To be presented to the Committee at the final committee meeting of the year for sign off.
* Annual Return to be filed within 10 months of the financial year end. This is to include details of the charity’s activities for the prior financial year.
* Preparation of annual gift aid declaration to HMRC. This is to be completed within 1 month of the financial year end.
* Preparation of the Annual Show’s financial review. To be completed within 1 month of the end of the show and to be presented at the next committee meeting.

## Ad-Hoc

* Maintenance of charity records. Records are to be kept for a minimum of 6 years.
* Ensuring that members of the society are covered by Public Liability Insurance.