

Treasurer

The role of the Treasurer is to look after our money, collecting it and monitoring spending and keeping accurate records. This entails:

Being a signatory for the current and deposit accounts (along with the Chair and Secretary). Only one signature is required on cheques and this is normally the Treasurer's.

Reconciling the bank account at least once a month to check that all payments in and out are accounted for.

Paying in cash and cheques received from members at meetings.

Paying out (by cheque) all bills, e.g. rent, insurance, speakers' fees and expenses etc.

Keeping a record of all transactions, with evidence such as invoices and receipts.

Keeping a record of the income and costs of workshops and trips. This can be tricky as people pay by various means, cash, cheques and BACS and at varying times.

Conferring with the Membership Secretary to check annual subscriptions against her list of members' names. This requires care because of the different methods of payment which people can use.

The Treasurer can choose to keep a small fund of petty cash to cover incidental expenses, such as for tea and coffee supplies, in which case a record of all those payments will be kept.

Reporting on the state of finances to each committee meeting.

Preparing the books for scrutiny by an independent person in September prior to presenting the accounts at the AGM in October.

Our accounting year runs from 1 September to 31 August each year.

The current Treasurer spends around 3 hours a month on this work.

At present we do not have online banking arrangements. However, this can be organised if a Treasurer so wishes.