



Treasurer Duties and Responsibilities

Financial reporting

- Give members an up-to-date account of the finances of the group at each meeting.
- Include how much money they have in the bank, what amounts are outstanding for payment and any monies owed to the group.
- If funding is paid in arrears or tight prepare a cash flow for the committee.
- Prepare the annual budget for approval by the management committee before the beginning of the new financial year.
- Prepare budgets for specific projects and for fundraising.
- Prepare accounts comparing actual income and expenditure against the annual budget showing the variance (difference) between the two for two meetings each year.
- Prepare draft annual accounts for submission to the auditor/independent examiner.
- Present the audited accounts/independent examination to the AGM.

Bills and banking

- Keep all receipts invoices and expense claim forms
- Act as one of the cheque signatories (there should be two or more).
- Maintain a book-keeping system and a petty cash system.
- Ensure regular and accurate bank reconciliations take place.
- Maintain a corresponding record keeping system with a file for unpaid bills and a file for paid bills with a cheque details written on each bill.
- Ensure that all bills are paid and that all income due is received (there should be a policy to deal with bad debts).

Payroll

If the organisation employs staff, ensure that Inland Revenue regulations are complied with and that all returns are made on time so that fines are avoided.

Insurance

Ensure that appropriate insurances are maintained.