

# Who is the Treasurer and what do they do?



## ***Specific duties of a Treasurer***

In a small group the treasurer may deal with all aspects of financial management including keeping records. In organisations with paid staff, the day-to-day management of the finances could be delegated to a paid finance worker or another staff member, who would report to the treasurer

**However, in all cases final responsibility for financial matters always rests with the committee as a whole**

The treasurer's responsibilities may include:

### ***Banking, bookkeeping and record keeping***

***Duties include; -***

- ☒ Setting up book keeping and petty cash systems
- ☒ Ensuring that all money due to the group is paid
- ☒ Ensuring that all money owed by the group is paid
- ☒ Being one of the signatories for the bank account
- ☒ Advising the committee on the different banks and varying accounts that are available

This guide is produced as an introduction and is no way meant to cover the full range of duties of responsibilities that this post entails.

[www.ncvo-vol.org.uk/](http://www.ncvo-vol.org.uk/)

[www.charity-commission.gov.uk/](http://www.charity-commission.gov.uk/)

Voluntary but not Amateur

by R Hayes and J Reason

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⊗ Ensuring that apart from exceptional cases (where authorised by the Chairman) all payments must be supported by an original invoice.

⊗ Invoices will be paid by the Treasurer according to the supplier's payment terms, except in case of dispute

## ***Financial reporting***

This involves; -

⊗ Providing the committee with regular written reports on the organisations financial position

⊗ Presenting the end of year financial report to the committee

⊗ Presenting the audited/independently examined (or if your income is more than £100,000 following SORP) accounts to the AGM. Guidelines available on the Charity Commission website

## ***Insurances***

⊗ Ensuring that the organisation is fully covered by insurance in accordance with the law.

⊗ Ensuring that all policies are up to date

## **Things to consider about bank accounts**

There are many banks and building society that do accounts for community groups

Find a Branch local to you, so it is easy to deposit cash from attendance fees, fundraising or donations. **You do not want cash hanging about your house, the quicker it is deposited the better**

Ensure that your account requires **two signatures** as funders you may apply to, require this.

It is useful to be able to change the people who can sign on the account easily with the bank. **It's worth asking about this prior to opening the account as you often don't find out until its too late causing much frustration and people come and go in committees regularly**

Ask if they have a high interest account you use as well attached to your account in which you could put your spare cash or reserves

Many people and even trustees of voluntary organisations think that the club or society accounts are all free. While the smaller community group or charity may well be able to get 'free' banking, this is by no means automatic. 'Free' may mean you also don't get much interest paid on any spare cash you may have on deposit - if this happens often you may be better off paying (low) charges and getting proper interest rates.

Charging structures have got more flexible recently, and may be based on a fixed fee, cost per transaction or sometimes a mixture. It is worth assessing what types of transaction you process most (e.g. volume of small cheque receipts as opposed to large direct credits such as grants) as this can make a large impact on which bank is the best for you.

## ***General financial oversight***

This involves:

- ✕ Preparing accounts for AGM and audit or independent examination if required
- ✕ Liaising with the bank
- ✕ Making day to day financial decisions for the committee
- ✕ Advising on financial policies
- ✕ Cash flow -The bank balance will be monitored by the Treasurer to ensure the organisation always has enough in its account to meet its commitments.

## ***Managing income –funding, contracts and fundraising***

This involves:

- ✕ Developing an income generating strategy (how are we going to get the funds to continue our activities)
- ✕ Coordinating and running fundraising activities

✕ Finding out about different funding sources

✕ Coordinating funding applications

✕ Ensuring that the funding received is spent where it is supposed to be spent.

## ***Financial planning and budgeting***

This involves:

✕ Preparing budgets and cash flow forecasts

✕ Presenting budgets to the committee for approval

✕ Keeping track of how monthly bank reconciliations match the budget

It is Good practise to set a amounts at which spending needs to be authorised such as the example table below

### Purchasing

All purchases will be authorised before the goods or services are ordered:

Up to £100 –	Treasurer or single member of the Executive Committee
£101 - £1000 –	Two members of the Executive Committee
Over £1000 –	A full meeting of the Executive Committee.