

## ROLE OF A TREASURER

All the committee members share responsibility for the money within an organisation, but it is always good practice to have a treasurer. You need a named person whose role it is to check on the finances of the organisation and to keep the committee up to date.

It is the job of everyone on the committee to make sure that your organisation:

- ✓ has enough money to pay its bills
- ✓ raises money before starting new projects
- ✓ only spends money on what you were set up to do
- ✓ has clear, understandable budgets and accounts
- ✓ does not leave the treasurer with the sole responsibility for dealing with money, signing cheques and so on

Remember, the treasurer only looks after the money; they do not control the way it's spent but may offer an opinion, advice or recommendation on its use.

### THE TREASURER'S JOBS

#### Banks and cheques

- Open a bank account and get at least two other people on the committee to agree to act as signatories. It is usual for two people to sign each cheque or authorise payment such as a Direct Debit or BACS payment. Please note, signatories should not be related or live at the same address.
- Sign cheques for the organisation, but make sure there is agreement for the money to be spent and it is clearly for the work of the organisation.
- If the organisation has money it will not be spending immediately, investigate and advise the committee on how and where to invest it (reconciliation).

#### Recording and checking

- Keep a record of all the financial transactions of the organisation – money coming in and going out. You must keep receipts

or copies of bills and invoices to match every payment you make.

- Give receipts for any money you get in and always pay it all into the bank. Never use cash coming in for petty cash, always bank it so that it shows up in your bank statements.
- Check bank statements against your own records regularly to check what has been paid into the bank and whether cheques have been cashed.

#### Budgeting and planning

- Produce budgets for the committee's approval. These will show what you plan to do over the year, how much it costs and whether you have enough money to do it. It will also be used during the year to compare what you are actually spending against what you planned. The budget should be checked at least once a quarter.
- It is not the treasurer's job to raise money or write the organisation's funding applications, though it is not unusual to help with this process, for example by working on the budget to go in with the application.

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### Reporting

- Give regular reports to the committee on the organisation's financial position. Make sure that everyone understands them, particularly where decisions are being made about spending.
- Produce an annual statement of the organisation's accounts and arrange for an independent examination or full audit if appropriate. You should present the statement to the Annual General Meeting and write the financial part of the annual report.
- Send accounts and reports to other bodies such as major funders, the Charity Commission and/or Companies House.

### RELATED DOCUMENTS

- 2.1 Being a charity trustee
- 2.2 What do trustees do
- 2.3 Roles of a committee member
- 2.4 Roles of a Chairperson
- 2.5 Roles of a Secretary
- 2.6 Roles of a Treasurer
- 2.7 Recruiting new trustees
- 2.8 Inducting a new trustee
- 2.9 Patrons, presidents and trustees

### ADVICE AND TRAINING

VODA can advise groups in North Tyneside on setting up and maintaining simple book-keeping systems. We also provide a payroll service for organisations employing staff.

VODA runs a range of training for committees and committee members through its regular training programme - contact us for more information or visit [www.voda.org.uk/training](http://www.voda.org.uk/training).

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