



## The Role of the Treasurer

The role of the Treasurer is to maintain an overview of the organisation's financial affairs, ensuring that proper financial records and procedures are maintained.

The Treasurer's tasks include:

### **Financial oversight:**

- To ensure that appropriate accounting procedures and controls are in place.
- To ensure recommendations of any auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

### **Financial planning and reporting:**

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy, if any.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.

### **Banking, book-keeping, and record-keeping:**

- Manage bank account(s).
- Set up appropriate systems for book-keeping, payments, cash received and petty cash
- Ensure everyone handling money keeps proper records and documentation and conforms to the group's procedures.

Given these responsibilities, the Treasurer typically acts as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.