



## **ASSOCIATION TREASURER Role & Responsibilities**

Rule 11.3 - "The TREASURER shall give and receive vouchers for monies passed, maintain an up to date membership list, keep proper books of account, ensure that proper financial records and procedures are maintained, prepare a balance sheet as at 31<sup>st</sup> December each year and an income and expenditure account for that year, or other such financial statement as prescribed by law, all of which shall be examined by the Independent Examiners or professionally audited if required. The income and expenditure account and the balance sheet shall be approved by the Trustees and reported to the Management Committee prior to being presented to the members at the next Annual General Meeting."

The Association Treasurer is an elected position at the AGM, is a charity trustee and a member of the Management Committee and is expected to attend the meetings of both Committees and participate in the decision-making process.

### **The Role**

- Must hold an Enhanced DBS certificate.
- It is essential to have a good working knowledge of accounts and accounting procedures although a formal qualification is not essential.
- Act with the Association's best interests in mind at all times and promote the Objects of the Association.
- Support the Association Principal Officers, Trustees, other Officers and Members to achieve the best they can in their role, acting fairly, impartially and with integrity, to avoid or resolve dispute where necessary.
- With the Master and Secretary prepare and manage agendas for Trustee and Management Committee meetings.

### **Specific Responsibilities**

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
  - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation

### **Financial Records**

- Maintain the Association's financial records including cash books and bank accounts.
- Prepare monthly bank reconciliations and analyses of receipts and payments.
- Bank cash and cheques received, make payments and bank transfers, issue receipts.
- Split interest received between relevant funds.
- Keep the bank mandates up to date.
- Review the analyses of bankings from the Districts, enter them into the cash book.
- Maintain stock accounts liaising with the Essex Course Convenor, the Bookstall Administrator and District Treasurers.
- Maintain records of Grants.
- Record expenses paid to Trustees.

- In conjunction with the Property Trustees, maintain a record of the Association's fixed assets.

### ***Membership***

- Liaise with the Membership Secretary to keep the membership records up to date.
- Maintain gift aid records for subscriptions and donations.
- Reconcile membership with subscriptions received.
- Liaise with District officers as required and deal with any queries.

### ***Charity Commission***

- Prepare the Annual Return, Trustees Annual Report and accounts details and submit within the prescribed time limit.
- Maintain the Association's entry on the register of Charities.
- Advise of rule changes taking advice from the Charity Commission as necessary.
- Obtain Charities Act declarations from all Trustees on an annual basis or when
- Appointed and maintain the register on the Charity Commission website.
- Search the official registers which record the names of people who are disqualified from acting as charity trustees.

### ***Accounts***

- Keep up to date with statutory and other regulatory requirements.
- Prepare interim accounts at 31 August for the October Trustee meeting.
- Prepare annual accounts at 31 December for independent examination, including a report on those accounts for the Trustees' Report.
- Submit annual accounts for approval at the Trustee meeting in February and for adoption at the AGM.

### ***District***

- Liaise with District officers on membership, gift aid, accounting and other queries.
- Issue year end accounts forms to District Treasurers and reconcile completed forms with District banking details.

### ***Ringling World***

- Maintain a record of advertisements to ensure that the balance on the Association's account is kept in credit and is correct.
- Reconcile statements from the Ringling World.

### ***Other***

- Prepare and submit gift aid and GASDS tax claims and correspond with HMRC as necessary.
- Promote gift aid, easyfundraising and Association fund raising activities.
- Attend Association and District functions where possible; in particular Trustee and Management Committee Meetings, Annual Dinner, Striking Competition, Annual District Meetings, Annual General Meeting and the Essex Ringling Course.
- Look after the Association insurance (handbells, public liability and personal injury, etc.) and deal with queries and claims.
- Order paying-in, receipt books, badges, etc. as required.
- Regularly review and update where necessary associated strategy and policy documents.