



The Village Hall with Endless Possibilities

Treasurer Role Description:

- Supervise the charities volunteer bookkeeper to ensure that accurate and up to date records are maintained and that payroll runs effectively;
- Raise and / or approve payments on the Charity bank account as required;
- To assist the bookkeeper to prepare the end of year accounts;
- To arrange for the independent examination or audit (depending on turnover) of the accounts every year;
- To ensure that the bank mandate forms are completed and kept up to date as required;
- To prepare an annual budget for consideration by the committee and liaise with the bookkeeper and chairperson to prepare the Trustee report for the AGM (usually held in May/June time);
- To report on the end of year accounts to the AGM;
- To monitor income and expenditure against the budget and report the results at the monthly Trustee meetings (or quarterly if more appropriate);
- To report any financial irregularities;
- Submit the annual return required for the Charity Commission.

Anticipated time commitment would be between 3 and 5 hours per month. During year end, this may increase slightly to assist the bookkeeper to finalise the account.