Chelmarsh Parish Hall Management Committee

Treasurer Role

Overview

The Hall Treasurer is responsible for producing and managing the Hall's accounts and finances, and oversees all income and expenditure for the Hall.

Responsibilities

- To be responsible for all the Hall finances, keeping accurate records of income and expenditure.
- To attend Committee meetings and prepare reports for the Committee.
- To pay bills in a timely way, and invoice Hall users for their hires on a monthly, quarterly or ad hoc basis as required.
- To carry out all the online banking on behalf of the Management Committee and check that the transactions through the accounts tally with those recorded on the Treasurer's spreadsheets.
- To ensure that a second signatory countersigns all payments made through online banking or other means, and that all financial transactions take place in accordance with the Financial Security Policy.
- To ensure that all funds are used appropriately.
- To prepare end of year accounts for presentation to the AGM, Management Committee and Auditor, and submit agreed audited accounts to the Charity Commission.
- To manage and facilitate finances for events such as the Fete, eg. stall floats and counting of takings.
- To oversee contracts with suppliers as required, eg. electricity, waste management.
- To liaise with the Charity Commission, eg. registering new Trustees.

Personal characteristics and abilities required

- Reliable and honest.
- Able to use online banking.
- Able to use spreadsheets and present financial information in a clear and easy to understand manner (templates from previous years provided).

Level of commitment required

The amount of time needed to fulfil the role varies according to the time of year.
For example, in January the preparation of the annual accounts requires additional hours; in July the planning and managing of the Fete finances requires more time.
However, on average, the Treasurer could expect to spend around 8-12 hours per month on the role.