

COMMUNITY ACTION: MK

Role of the Treasurer

What does it involve?

A Treasurer is the main person in a group who takes responsibility for controlling the money. The purpose of this role is to maintain an overview of the group's financial affairs, and ensure that money is properly maintained, spent and recorded.

The proper management of money is vital and not only for obvious reasons. Simply by doing the job properly the Treasurer performs an important public relations role because the way a group handles its finances have great impact on the outside world's view of the group.

What are the main tasks?

- to ensure that accounting procedures and controls are in place.
- to ensure that any money is handled according to financial rules.
- to record all transactions and give receipts for all monies received.
- to ensure that the financial resources of the charity meet its present and future needs, advising on the financial implications of the organisations strategic plans.
- to liaise with paid staff and volunteers about financial matters.
- to regularly inform the committee of the financial position.
- to oversee, approve and present budgets, annual statements of accounts and financial statements, including a report for the Annual General Meeting.
- to ensure that the accounts are prepared in the form required by law, included in the annual report and submitted to the relevant statutory bodies, e.g. the Charity Commission and Companies House.
- to ensure that any recommendations by the financial auditors are implemented*
- ensuring that financial investments are consistent with the aims and objects of the group and it's legal responsibilities.

Other points to bear in mind:

- When funds are raised from the public, accounts should be made public (this helps to give the committee a sense of accountability).
- You should allow as few people as possible to handle the group's money.
- Large amounts of cash should never be kept in hand.
- Personal cash should never be allowed to become muddled with the groups funds.

The Treasurer should keep the Committee regularly informed of the financial position. Monthly or quarterly statements should be presented to the Committee for approval. The prime aim is to ensure that the anticipated expenditure will not exceed the expected income.

Treasurers of Charities must abide by the guidance about the reporting of accounts laid down by the Charity Commission. Further information on this can be found here:
<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-march-2015-cc15c/charity-reporting-and-accounting-the-essentials-march-2015>

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