



## **North Staffordshire Association of Change Ringers**

[www.nsacr.org.uk](http://www.nsacr.org.uk)

The Role of Treasurer, a key role for the Association, will become available at the AGM in December in 2020. If you would like to be on the Committee, and you are considering the role of Treasurer, then please read the information below.

The Treasurer is responsible for the Association funds, but also for looking after the funds for the Association's Charity, the North Staffordshire Association Change Ringers Bell Restoration Fund (Charity No 509821). This Charity supports projects for towers who are doing renovations, updating their rings or putting new bells into their tower. For further information, go to <https://www.gov.uk/government/organisations/charity-commission>

Both aspects of the role have very few transactions and the workload can be likened to running household bills accounts. The main points are cash and correct and timely accounting, as well as taking a little time to be aware of the Charity Law surrounding the BRF and the requirements of the Trustees (The Committee). All this information is readily available on the Charity Commission website. See <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Contact information for an informal discussion: Lisa Horritt [treasurer@nsacr.org.uk](mailto:treasurer@nsacr.org.uk) / Tel: 01785 240358

### **Role Descriptor: NSACR Treasurer**

#### **Background**

Dates of term:	December 2020 (yearly up to a maximum of 3 years)
Skills/qualifications/experience:	Basic numeracy and IT skills
Responsibilities:	Treasurer for both the Association and the BRF.
Time involved (approximately):	Virtual, E-mail, face-face, 12 hours monthly as a minimum.

#### **Duties:**

Work conducted via 5 Committee meetings (2 face to face, 3 via skype) per year plus attendance as required at monthly meetings.

Tracking and reporting on income, which comes from surplus Association funds, 100 club income and PCC donations. Work included (outside of attendance at Committee and monthly meetings) is basic bookkeeping, updating of monthly accounts, year end accounts, year end reporting required following meetings with the auditor.

In addition to the general basic duties of Treasurer, there is a lot you can choose to get involved in – during the current Treasurer's time as Treasurer she has been involved in GDPR improvements, Handbook advertising improvements and reorganisation of the structure of the BRF Trustees to ensure the association is complying with legal requirements for charities.

#### **Scope:**

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice. This means making legal decisions as a committee at committee meetings.

- Ensure proper records are kept and that effective financial procedures are in place. Cashbook similar to household finances.
- Monitor and report on the financial health of the organisation. This information comes from the Cashbook and auto-populates.
- Oversee the production of necessary financial reports/returns, accounts and audits. Year end report to members, auto populates from accounts and entry of income and expenditure (2 numbers only) into Charity Commission website.

**Specifically:**

- Liaise with relevant committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly report the financial position at committee meetings and business meetings.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
  - Cheque signatories
  - Petty cash/ float
  - Others as appropriate
- Appraising the financial viability of plans and proposals.
- Lead on appointing and liaising with the independent examiner.
- Undertake bookkeeping duties bookkeeping is kept up-to-date.
- Maintain the petty cash system and regularly process petty cash claims.
- Regularly carry out reconciliations to the bank account.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.

*In order to become a Committee member, you will need to get someone to nominate you and second you prior to the AGM in December; (further details from the Secretary, Rosemarie Harris - [rdrsharris@gmail.com](mailto:rdrsharris@gmail.com))*

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