

## **Treasurer's Duties**

1. Issuing payments and banking receipts (most subscription renewal cheques are banked at Branch level, however)
2. Bookkeeping – using Sage Instant Accounts – 1,900 transactions in 2016
3. Monitoring and controlling cash flow to maximise interest and minimise bank charges
4. Managing investments to minimise risk
5. Preparing annual published accounts and summary financial information
6. Submitting records to Reporting Accountant for scrutiny
7. Attending and reporting (written & verbal) to Council at least three times a year
8. Advising Council on financial strategy and obtaining necessary approvals from them
9. Submitting Tax Return as required by HMRC (online)
10. Submitting Gift Aid claims (generally annually) (online)
11. Retaining all records for six years in line with HMRC requirements
12. Maintaining Risk Register

10 September 2017