

Job Profile



Job Title:	Date Created:
Treasurer	Oct-2008 Updated Apr-17

Duties	Month
<ul style="list-style-type: none"> • Maintain cashbook (receipts and payments) • Act as signatory on society bank accounts • Prepare monthly bank reconciliations • Report bank balances at monthly committee meetings • Ensure sufficient funds in current account to meet expected expenditure • Transfer funds to HIBA if appropriate (to maximise interest received) • Reconcile bank receipts from social secretary, membership secretary or box office manager • Bank sundry receipts eg donations • Bank membership and subscription money • Liaise with bank regarding any services that the society require • Arrange for the bank signatories to be updated when a change of Chairman, Secretary or Treasurer • Produce monthly treasurer's report for committee meetings • Issue cheques when requested by committee members • Make bacs payments as appropriate • Regularly review expenses to ensure that they are reasonable • Reconcile ticket income for both shows to takings reports produced by Brentwood Theatre and the Queens Theatre 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Ensure royalties on Summer show are calculated and paid (if necessary) • Ensure royalties on Winter show are calculated and paid (if necessary) 	<ul style="list-style-type: none"> • Feb & July • June • January
<ul style="list-style-type: none"> • Ensure that NODA insurance policy is renewed and paid • Ensure NODA/BAC subscriptions are paid 	<ul style="list-style-type: none"> • January • When due
<ul style="list-style-type: none"> • Produce profit and loss account for Summer show to report back to committee • Produce profit and loss account for Winter show to report back to committee 	<ul style="list-style-type: none"> • August • March
<ul style="list-style-type: none"> • Produce year end balance sheet and income and expenditure account to be reviewed by the society's independent examiner • Arrange for the society's independent examiner to examine the accounts, books and records • Present accounts to society members at the Annual General Meeting 	<ul style="list-style-type: none"> • August • September • September