



# Hale Community Centre

## Honorary Treasurer – Role Description

**The Hon Treasurer will also be a Trustee of Hale Community Centre and therefore a member of the Board**

**PRIMARY ROLE:** To monitor the financial position of the organisation, to produce quarterly management accounts for the board of trustees and to ensure financial data is available for the end of year report and accounts.

### **RESPONSIBILITIES:**

**1. Establish financial infrastructure to ensure: -**

- A sound financial framework is in place to enable full financial records to be kept of all transactions.
- Proper financial procedures are in place to safeguard the organisation's money and resources

**2. Accounting for the money spent** to ensure that money raised for charitable purposes is used only for those charitable purposes and that money raised from funders is used for the purposes given.

**3. Financial planning and monitoring: -**

- To advise the board on its financial duties and implications
- To advise the Board on the financial implications of strategic/operational decisions.
- In conjunction with relevant staff draw up of an annual budget which meets the organisation's needs and reflects the strategic plan.
- To regularly monitor income and expenditure and to ensure readily accessible monthly financial information is available, with quarterly management reports for the trustee board.
- To establish a reserves policy with the Board.
- To recommend best investments for the organisation's reserves.
- Maintain payroll for the organisation's employees, pay salaries and send Tax and NI deductions to HMRC and Pension contributions to NEST.

4. **Preparing for Independent Examination and AGM** to ensure: -
  - Financial Accounts are prepared at year-end and that arrangements are made for them to be independently examined in accordance with Charity Commission (CC) requirements.
  - Financial accounts are submitted to the CC and Registrar of Companies.
  - Year-end accounts are available for the AGM.
  
5. **Reports to funders** to support preparation of financial reports or accounts for submission to funders, where-requested, showing how their money has been spent.
  
6. **Strategic fundraising** to play a role in planning a fundraising strategy to raise money for future activities and developments.