

## Role of Treasurer of Friends of Sandall Park

### **General financial oversight**

Oversee and present budgets, accounts and financial statements to the management committee

Liaise with relevant members about financial matters

Ensure that appropriate financial systems and controls are in place

Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies

Ensure compliance with relevant legislation.

### **Funding, fundraising and sales**

Advise on the organisation's fundraising strategy

Ensure use of funds complies with conditions set by funding bodies

Ensure fundraising complies with relevant legislation and is bound by effective financial systems and controls

Ensure effective monitoring and reporting

### **Financial planning and budgeting**

Prepare and present budgets for new or ongoing work

Advise on financial implications of strategic and operational plans

Present revised financial forecasts based on actual spend.

Ensure required insurances are in place.

### **Financial reporting**

Present regular reports on the organisation's financial position

Prepare accounts for audit and liaising with the auditor, as required

Present accounts at the AGM

Advise on the organisation's reserves policy.

### **Banking, book-keeping and record-keeping**

Manage bank accounts

Set up appropriate systems for book-keeping and payments,

Ensure everyone handling money keeps proper records and documentation

Ensure proper records are kept