

Whissendine Good Neighbour Scheme



Treasurer Job Description

- The Treasurer is responsible to the MANAGEMENT GROUP for the control of all financial aspects in operating the scheme, especially the recording of all income received, and how it is expended.
- The scheme/treasurer only holds at any one time a maximum of fifty pounds petty cash, all other funds being paid into a Current Bank Account, either over a bank counter or by electronic transfer.
- The treasurer is one of four persons authorised to sign cheques, two signatures being required for any transaction. Where cash is being drawn, the treasurer must ensure that person receiving it is NOT one of the signatories on the front of the cheque, though the bank may ask for his counter-signature on the reverse, likewise, when necessary a person receiving a cheque for services may not be one of the signatories.
- The treasurer maintains a cash book (and petty cashbook) of all transactions, as they are affected, or advised. Supporting vouchers for transactions are to be retained for a minimum period of five years.
- The treasurer is the registered address for Bank Statements, presently received monthly, and on receipt of which, will forward a copy to the chairman and secretary, with any explanatory notes if necessary. Statements are to be regularly checked for any electronic payments being paid. (S)He also receives any other banking correspondence. Statements (and explanations) are to be made available to Management Group meeting.
- Travel Subsidy Scheme: monthly a list will be provided by the co-ordinator, to be checked, then logged for payment by Rutland County Council When sufficient funds are in hand, using this listing the treasurer will reimburse drivers with their due shares timeously, sums below £20 being in cash, otherwise by cheque. Presently a statistical count is being collated on these payments, by the treasurer.
- Ad Hoc payments: principally telephone charges and other administrative expenses will be paid/arranged as necessary by the treasurer, however, the treasurer must ensure there are sufficient funds available to pay the annual insurance premium due in May annually.
- At the 1st June annually, an annual income and expenditure statement is prepared, together with details of any income due to the scheme, or liable to be paid from the scheme. (For presentation at the Annual General Meeting), together with any relevant explanations.
- The Treasurer will advise the chairman and secretary as soon as possible of any financial matters of concern, and later the Management Group.
- The Treasurer is also one of the three designated officers, who will initially look at any potential problem identified under the 'disclosure and barring' scheme.

February, 2018.