

Treasurer

- Prepare for and attend 4 committee meetings and AGM annually.
- Meet with Chair and Secretary to prepare Agenda.
- Prepare basic reports quarterly for presentation at committee meetings.
- Make payments as and when necessary through online banking.
- Provide signatures for cheques. (2 signatures required)
- Prepare Excel spreadsheets (or manual cashbook) of income and expenses, and reconcile against bank statements.
- Every July, prepare a budget for the following financial year, calculate reserves, obtain agreement of committee members and submit to Area Treasurer using Ramblers' Excel Budget form.
- Every October, prepare Income and Expenditure Account for the year ended 30th September, pass to Auditor for approval and signature. Complete Annual Return and submit to Area Treasurer.