

## Treasurer Role Description

The role of the Treasurer is to oversee all aspects of financial management within the CSA to safeguard the Charities finances. Tasks include:

- General Financial Oversight of the CSA:
  - Oversee and present budgets, accounts and financial statements to the committee as and when required;
  - Liaise with designated committee members about financial matters;
  - Ensure that appropriate financial systems and controls are in place;
  - Ensure that record-keeping and accounts meet the conditions / requirements of the relevant statutory bodies i.e. Charity Commission – to be filed within 10 months of the end of the accounting year – by the end of June;
  - Ensure compliance with relevant financial legislation where appropriate.
  
- Fundraising and Funding:
  - Work alongside the Chair and the Secretary to ensure that the CSA's fundraising strategy is adhered to;
  - Ensure the appropriate and proper use of funds at all times;
  - Arrange for necessary cash-floats to be available for the events running throughout the academic year;
  - Ensure that all cash is kept secure when being stored for use at events;
  - Once an event has been run, for all cash relating to that event to be deposited in the bank promptly and the appropriate records to be updated and filed;
  - Arrange for the payment of any expenses relating to the operation of the CSA and any events held,
  - Liaise with the School to pay any donations as agreed by the Committee and ensure that records are kept up to date;
  - Ensure effective monitoring and reporting.
  
- Financial Planning:
  - Advise on financial implications of fundraising strategy, wish lists from the school and donations as and when required throughout the school year;
  - Present financial forecasts (i.e. position of the balance of the CSA bank account) based on income and spending as and when needed.
  
- Financial Reporting:
  - Present reports on the Charities financial position at general meetings, planning meetings and the AGM;
  - Prepare accounts for audit and liaise with the independent auditor as required;
  - Present accounts at the AGM;
  - Attend regular meetings with the Chair and Secretary to provide an overview on the financial position of the CSA and review and update financial systems and processes to ensure compliance.

- Banking, Book-Keeping and Record-Keeping:
  - Manage the CSA bank account;
  - Carry out regular reconciliation of the bank account and the account records (at least twice a term, but preferably monthly);
  - Set up appropriate processes and systems for book-keeping, payments (invoices, bills and expenses), lodgements (bank deposits), cash floats and donations to the school;
  - Ensure that everyone handling money keeps proper records and documentation;
  - Ensure that paper-records and electronic files are kept up to date and stored appropriately in line with the requirements set out by Hampshire County Council and the CSA.
  
- Control of Overheads and Stock:
  - Work alongside committee members to ensure that any stock left-over from an event is properly recorded by the individual(s) running the event(s) and that the stock is either stored in the CSA cupboard for use at future events or, appropriately disposed of (stock that has a short shelf-life can either be purchased by committee members or donated by the CSA for individual consumption).
  
- Qualities and Skills Required
  - Good organisational skills with an eye for detail;
  - Ability to keep accurate records and follow systems and processes;
  - Experience of keeping financial records would be useful but is not essential as full training will be provided;
  - Good communication and interpersonal skills;
  - Ability to handle money and financial records with discretion;
  - Ability to work well with the Chair and Secretary.
  
- Time Commitment – the role of Treasurer requires an estimated commitment of 2 – 5 hours per month (during term-time).

As a member of the CSA Committee, you can expect:

- To be treated with courtesy and respect as a valued member of the Charity;
- That the Charity will take care of your health, safety and welfare whilst performing the duties of your role;
- That you will be involved in a capacity that matches your skills and interests and that also helps the Charity to achieve it's objective(s)
- That the Charity will always be mindful of your voluntary status and your right to decline involvement at any time;
- That the Charity will take good care of your personal details (such as your contact details) and not use them for anything other than managing and supporting your volunteering role in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018;

- That the Charity will reimburse your agreed out of pocket expenses in a timely manner;
- That you are properly supported and supervised to carry out the duties of the role;
- To feel valued and that ideas for appropriate events and any suggestions for change to improve the operation of the Charity will be heard and considered.

I have read the roles and responsibilities document and understand my responsibilities as the Treasurer for the CSA Committee.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_