



# Role of Treasurer

## The Main Purpose of the Treasurer

The Treasurer ensures accurate financial records are kept, and that best practice procedures are followed for counting money, banking, and making payments. They should keep the committee updated with regular reports, and ensure end-of-year reports are completed for the association's AGM and the Charity Commission's annual return.

## Duties and responsibilities of the Treasurer

- Keeps accurate, up-to-date financial records
- Presents financial updates at each committee meeting
- Manages the FoRPS bank account, and holds the association cheque book
- Arranges changes of signatories on the association bank account
- Manages FoRPS payment platforms
- Ensures all bank cards, cheque books, and paying-in books are accounted for and obtained from any individual leaving FoRPS
- Ensures best practice procedures are followed for counting and banking money after events
- Makes approved payments
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members
- Prepares the annual Treasurer's report for the AGM and arranges an independent examination of the association's accounts
- Completes the Charity Commission's annual return
- Ensures committee members have read a copy of your association's insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document

## Key skills

- Basic understanding of bookkeeping – able to maintain accurate records of income and expenditure
- Organised with an eye for detail – big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats, and collecting money from various stalls. Able to keep accurate records that can easily be handed over to a successor
- Calm, approachable, and a team player – able to remain calm during busy times. Ensure they don't work in isolation by communicating regularly with the rest of the committee

## Charity Status

Friends of Riverside Primary School is a registered charity. Thereby upon election as Committee Member you are undertaking the commitment to become a trustee of the charity.

All Committee members should be vetted annually to ensure that they are eligible for the post, including having undertaken DBS clearance and read the safeguarding guidance.

You will be required to sign the Charity Commission for England and Wales's trustee eligibility declaration form. The completed form should be kept as an internal document to demonstrate that the association has carried out due diligence.

**You must not act as a trustee if you are disqualified under the Charities Act, including if you:**

- Have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Are bankrupt or have entered into a formal arrangement (for example, an individual voluntary arrangement) with a creditor
- Have been removed as a company director or charity trustee because of wrongdoing

### Useful Links

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/960027/Trustee\\_Declaration\\_Form\\_Fields\\_December\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/960027/Trustee_Declaration_Form_Fields_December_2020.pdf)

<https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees>