

STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION

Treasurer's tasks

- Keep a (currently manual paper) ledger to record Income and Expenditure. This involves:

Receiving information from SMVCA administrator

- of hall hires payments, amounts and how they were paid
- of refund payments to be made (usually key deposit refunds)
- any invoices that require payment
- variable direct debit payments information – to reconcile with bank statement
- monthly invoices to regular hirers – to reconcile with bank statement
- filing of all relevant paperwork relating to the above

Note: SMVCA currently do not engage in internet banking.

- Banking all cheque payments and surplus cash periodically.
- Being a signatory for cheques.
- Working out monthly remuneration amounts for staff members if a pay rise is implemented.
- Advising payroll of monthly gross pay amounts for staff.
- Receiving monthly pay advice slips from payroll accountant for both staff members and issuing cheques in a timely manner. Also payments to HMRC.
- Receiving and checking bank statements, incl all direct debits payments were taken and amounts correct.
- Dealing with energy broker to set up or renew energy contracts
- At the end of the financial year getting the books ready for audit, including balancing both bank and cash columns.
- Preparing the annual report to be attached to the audit (which is then currently signed by the chairperson)
- Once audit is completed forward this to the Charity Commission online (legal requirement).
- Maintain charity's records (online) on Charity Commission website.
- Currently the first point of contact for the insurance (contents, public liability etc).
- Producing and issuing of attendance sheet and annual leave form for both staff members annually and collect and keep the previous ones. Also sickness information, if applicable.
- And the odd other task that may arise.