**TREASURER’S JOB DESCRIPTION**

The Treasurer acts as a guide and adviser to the committee on the financial aspects of the WI\*

In order to carry out this role the Treasurer has the following responsibilities.

* Prepare and monitor the WI budget for the year.
* Keep the accounts up to date, either using the manual accounts book or the computerised spreadsheet.
* Collect the annual subscriptions and other monies and pay these into the bank (this should be done promptly), Issue receipts for all money received.
* Make sure that obligatory payments are made e.g. membership fees to Federation, pooling of fares.
* Pay all bills/speakers fees.
* Maintain a day book of receipts and payments.
* Maintain petty cash system if WI operates one.
* Reconcile the bank statement monthly.
* If gift aid is claimed complete the annual return to HMRC.
* Prepare the end of year financial statement and arrange for it to be signed off by an Independent Financial Examiner.\*\*
* Report to members on the end year accounts at the Annual Meeting.

\* Remember that the job of Treasurer can be shared

\* \*The Federation runs its own Independent Financial Examination Scheme. Any WI can apply to be part of the scheme and the cost is £15 to the WI.

**THE TREASURER’S YEAR**

**Monthly Committee Meetings**

* Check and prepare paper work
* Reconcile bank statement
* Advise on current balance
* Pay bills and committee expenses

**Monthly WI Meetings**

* Check and prepare paper work
* Have day book, receipts book, petty cash and cheque book
* Prepare cheque for speaker
* After meeting write up account book and pay money into bank.

**Quarterly**

* Report financial position to members
* Monitor income and expenditure against budget. Report to committee and members.

**Annually**

* Prepare budget
* Complete the end of year accounts/financial statement
* Arrange for the independent examination of the accounts/financial statement
* Present the accounts to members at annual meeting and propose the appointment of the independent examiner for the next year
* If registered with Charity Commission complete the annual return
* If registered complete the gift aid return.