



NORTH WORCESTERSHIRE BASEMENT PROJECTS LTD

Role and Responsibilities of the Treasurer

Date: May 2021

Date of next review: May 2024

Chair of the Board of Trustees/Directors

Lindsay Peniston

In addition to the statutory duties of a Director, the Treasurer has the following roles:

- to maintain an overview of the charity's financial affairs, the efficacy of the financial arrangements and controls that are in place and provide assurance to the Board of Directors.
- to monitor and report upon its financial viability
- to ensure proper records and procedures are maintained and kept updated

This must be achieved by carrying out the following specific and general duties on a regular basis, either directly or through the Finance & Admin Manager and / or with the support of the Finance Committee:

- ensure all creditors are paid within the terms of payment
- ensure all payments are made by two authorised persons (cheques, bank transfers, direct debits and standing orders)
- ensure staff salaries are paid promptly and all taxes are accounted for
- prepare, approve and present budgets, accounts and financial statements
- be assured that the financial resources of North Worcestershire Basement Projects Ltd meet its present and future needs
- ensure that North Worcestershire Basement Projects Ltd has an appropriate reserve policy
- prepare and present monthly financial reports to the board on time
- ensure that appropriate accounting procedures and controls are in place
- advise on the financial implications of North Worcestershire Basement Projects Ltd's strategic plans
- ensure that the charity has an appropriate investment policy
- ensure that there is no conflict between North Worcestershire Basement Projects Ltd's investments and its aims and objects
- monitor the organisation's investment policy to ensure it is compatible with its legal requirements as well as its own internal policies
- ensure that North Worcestershire Basement Projects Ltd complies with all its financial legal responsibilities
- ensure all assets and equipment are properly insured
- ensure that sufficient records are available to provide funders and statutory bodies with adequate information on the application of their monies
- ensure that the annual accounts are properly audited and that any recommendations arising are presented to the board of directors for consideration
- make a formal presentation of the annual accounts to the AGM and draw attention to important points in an understandable and coherent manner
- keep the board informed about its financial duties and responsibilities
- contribute to North Worcestershire Basement Projects Ltd's fundraising strategy
- assist the board in other, more general, projects whenever possible
- chair a regular meeting of the Finance Committee