

Treasurer

Bookkeeping Tasks

- Process payments in NatWest online banking
- Process payments and receipts in Xero (future – currently a spreadsheet)
- Bank cash as required
- Update Market Harborough Building Society account as required
- Monthly reading of electricity meter
- Prepare monthly trial balance

Officer Tasks

- Act as trustee of the Association/CIO (not strictly required for the CIO)
- Attend committee meetings and present reports as required
- Prepare and distribute monthly Treasurer's Report
- Prepare annual budget and participate in revisions of hall hire rates
- Maintain business relationships with:
 - Allied Westminster (insurance broker) including annual renewal
 - PRS/PPL (music licence) annual reporting
 - NNC (various including annual waste licence, premises licence, lottery licence and returns, business rate relief applications)
 - Tino de la Torre (independent examiner)
 - Information Commissioner (licence to use CCTV)
 - Charity Commission (Annual Return and other updates as required)
- Grant application and reporting as required
- Look after SumUp machines, manage passwords, provide training as needed
- Update and apply policies covering (i) Budgeting and Procurement, and (ii) Financial Reserves

Village Show (or similar)

- Prepare budget
- Apply for grant funding and manage reporting
- Obtain floats
- Cash management during the show
- Cash reconciliation and banking

November 2024