

# Alstonefield Village Hall Committee – role descriptions

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## Treasurer

This role description should be read in conjunction with, and is supplementary to, the Committee member role description, which applies to all members/trustees

### Scope/limits of role

The treasurer is the person who administers the village hall's finances, ensuring funds are appropriately handled, spent and documented. (The committee as whole has overall oversight and responsibility for the charity's financial management and ensuring it has enough money to continue operating.)

This role is mostly limited to ensuring receipt and payment of invoices, recording transactions on a standardised spreadsheet and providing summaries or reports for the whole committee to review and consider at meetings.

The role-holder will be responsible for:

- **Procedures**
  - ~ Following established procedures and reviewing these with the committee to ensure they remain fit for purpose
- **Responding to emails**
  - ~ Responding to emails received to the village hall email account where these relate to financial matters.
- **Paying invoices and banking**
  - ~ Paying invoices and other expenses, such as reimbursement of expenses, using the online banking system (or by cheque, but this now rare). There are generally only around 10 transactions per month.
  - ~ Checking on payment of invoices issued (most of which are issued automatically through the Hallmaster booking system).
  - ~ Keeping track of money received into the bank account, issuing receipts as needed, and occasionally paying-in cash (such as car parking money).
  - ~ Monitoring current and deposit account balances and dealing with changes in the accounts as determined by the committee at meetings.
- **Reporting**
  - ~ Providing summaries of recent transactions (and overall balances) at committee meetings, which typically take place 3-4 times per year.
  - ~ Proposing, reviewing and presenting budgets as agreed with the committee.
  - ~ Ensuring all transactions are recorded (and reconciled) by the financial year end on 31 March.
  - ~ Liaising with independent examiner to get sign-off and pass to Committee Chair (for annual return to the Charity Commission)

The role-holder will also be expected to contribute to committee meetings in matters such as: budgeting, hiring charges, fund-raising ideas, reserves policy, etc.