

Basildon Natural History Society

Summary of Treasurer's role

A. Overview

Basildon Natural History Society (BNHS) is a registered charity, first registered with the Charity Commissioners in 1982 (although the charity was originally set up in 1969). It is an unincorporated charity (ie it is not a company, so there are no Companies House filings to make).

The charity has a bank account with TSB and a deposit account with CCLA, a regulated firm specialising in charity investments. Other assets of the charity are the tools used for maintenance of the nature reserve on Mark's Hill wood and a pc.

The financial affairs are very straight forward. There is a small amount of cash income (eg tea money from the 10 monthly meetings and wood sales plus subscriptions from members (the banking of the subscriptions are dealt with by the Membership Secretary).

Payments out of the society's bank are very few and amount to around 5-10 per year.

B. Duties of Treasurer

1. Maintaining the bank account and deposit account with CCLA
 - a. File bank statements
 - b. Make sure that there are sufficient funds in the account (transfer funds from CCLA if not)
 - c. Report on transactions at Committee meetings
 - d. Maintain a record of bank signatories and administer addition/removal of signatories
 - e. Keep a record of the income and expenses from the bank
 - f. Reimburse member expenses
2. Arrange renewal of insurance and report to committee
3. Maintain BNHS on-line filing with Charity Commissioners (eg new committee members etc.).
4. Prepare annual accounts for AGM (although this could be outsourced with the Committee's approval)
5. Attend Committee meetings and give Committee general advice on financial matters

C. Person profile

As outlined above, the duties of the Treasurer are not technically difficult and so the Treasurer does not have to be a qualified accountant. It is a role would suit any person who has some experience of administration and who wants to support an organisation providing valuable role within the community.