

## Roles of a treasurer

All the committee members share responsibility for the money, but it is always good practice for an organisation to have a treasurer. You need a named person whose role it is to check on the finances of the organisation and to keep the committee up to date.

However, it is the job of everyone on the committee to make sure that your organisation

- has enough money to pay its bills
- raises money before starting new projects
- only spends money on what you were set up to do
- has clear, understandable budgets and accounts
- does not leave the treasurer with the sole responsibility for dealing with money, signing cheques and so on

Remember, the treasurer only looks after the money, they do not control the way it's spent.

### The treasurer's jobs

#### Banks and cheques

- Open a bank account and get at least two other people on the committee to agree to act as signatories. Two people must sign each cheque.
- Sign cheques for the organisation, but make sure there is agreement for the money to be spent and it is

clearly for the work of the organisation.

- If the organisation has money it will not be spending immediately, investigate and advise the committee on how and where to invest it.

#### Recording and checking

- Keep a record of all the financial transactions of the organisation – money coming in and going out. You must keep receipts or copies of bills and invoices to match every payment you make.
- Give receipts for any money you get in and always pay it all into the bank. Never use cash coming in for petty cash, always bank it so that it shows up in your bank statements.
- Check bank statements against your own records regularly to check what has been paid into the bank and whether cheques have been cashed.

#### Budgeting and planning

- Produce budgets for the committee's approval. These will show what you plan to do over the year, how much it costs and whether you have enough money to do it. It will also be used during the year to compare what you are actually spending against what you planned. The budget should be checked at least once a quarter.

- It is not the treasurer's job to raise money or write the organisation's funding applications. However, the treasurer would usually work on the budget to go in with the application.

## Reporting

- Give regular reports to the committee on the organisation's financial position. Make sure that everyone understands them, particularly where decisions are being made about spending.
- Produce an annual statement of the organisation's accounts and arrange for an independent examination or full audit if appropriate. You should present the statement to the Annual General Meeting and write the financial part of the annual report.
- Send accounts and reports to other bodies such as major funders, the Charity Commission and/or Companies House.

## Advice

VODA can advise groups in North Tyneside on setting up and maintaining simple book-keeping systems. For more information contact

① **Julie Eastlake**  
**Finance Officer on 0191 200 8559**  
**or [julie.eastlake@voda.org.uk](mailto:julie.eastlake@voda.org.uk)**

## Training:

VODA runs a range of training for committees and committee members through its regular Training programme.

For more information contact

① **North Tyneside VODA**  
**Voice 0191 200 8555**  
**[bookings@voda.org.uk](mailto:bookings@voda.org.uk)**

## Other sources of information

**[www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)** –  
CC8 – *Internal financial controls for charities*

**VODA library** - *Charity Treasurer's Handbook* by Gareth Morgan plus other books on book keeping and financial management

---

If you copy this information sheet, please acknowledge North Tyneside VODA and make sure you have the latest version

**North Tyneside VODA**  
The Shiremoor Centre  
Earsdon Road  
Shiremoor  
NE27 OHJ  
0191 200 8555 (voice)  
0191 200 8556 (fax)

[development@voda.org.uk](mailto:development@voda.org.uk)  
[www.voda.org.uk](http://www.voda.org.uk)  
Charity number 1075060  
Feb 2008/info2.04