

## **SUSTAINABLE HACKNEY**

### **TREASURER'S ROLE DESCRIPTION (VOLUNTARY)**

Our accounts are relatively simple, and support will be provided.

#### **ADMINISTRATION AND PROJECTS**

- Maintain and retain financial records of all transactions for our organisation and our projects.
  - Income
  - Expenditure
  - Summary
  - Annual accounts (balance sheet and fixed assets)
- Retain each annual financial spreadsheet until passed on to successor Treasurer
- Keep a backup of the spreadsheet after each set of changes and keep at least 3 previous backups
- Issue invoices.
- Receive all income and acknowledge receipt from payee.
- Arrange payments through liaison with Steering Group member responsible for the expenditure.
- Keep paper / electronic copies of correspondence relating to all transactions.
- Maintain records for each project separately for reporting purposes e.g. for project funders.



#### **LIAISON WITH SUSTAINABLE HACKNEY MEMBERSHIP SECRETARY**

- Receive any cash, cheques, bank transfers and standing orders from SH membership and keep a record of this income.
- Provide the SH Membership Secretary with copies of bank statements and any information relating to membership so the Membership Secretary can maintain records of membership.
- Liaise with the Membership Secretary to make sure membership data and income tally.
- Resolve any queries with the Membership Secretary.

#### **REPORTING**

- Report to the SH Steering Group meeting quarterly with a summary of income, expenditure, assets and annual reconciliation.
- Provide a copy of the SH financial spreadsheet to SH officers quarterly.
- Be able to report on funds available to each SH Steering Group meeting.

#### **PROMOTION OF SUSTAINABLE HACKNEY (WITH OTHER MEMBERS OF THE STEERING GROUP)**

- Encourage membership of and donations to SH.

#### **ANNUAL GENERAL MEETING**

- Prepare and present annual accounts to SH AGM.
- Arrange for the accounts to be independently verified.
- Retain copies of all annual accounts until passed on to successor Treasurer.

May 2020