



## The Role of the Treasurer

1. To keep proper financial records of all transactions made.
2. To set up systems for budgeting, financial control and reporting.
3. To maintain an overview of the organisation's financial state.
4. To keep the management committee regularly informed about financial matters.
5. To arrange for accounts to be drawn up.
6. To ensure accounts are audited, in accordance with the requirements of charity or company law.
7. To submit accounts when required by funders, the Charity Commission or Companies House.

### Note:

Some of this work may be delegated to staff or volunteers, but in small organisations the treasurer may have the responsibility for bookkeeping, banking and record keeping, as well as for general oversight of the financial position.

However, the ultimate overall responsibility for proper financial management rests on the whole committee, not on the treasurer alone.

The treasurer is responsible for the finances of the organisation. This means doing the bookkeeping, paying the bills and ensuring the organisation's funds are used correctly. The role does not include responsibility for fundraising.

The treasurer's work is very important. It enables the organisation to show the funders that it puts the funds given to good use and keeps proper accounts of this. It enables the organisation to be accountable to its members for money spent.

The management committee, the treasurer and workers should be very clear which financial tasks have been delegated by the Treasurer to other people (workers or others), and ensure that training is provided where necessary.

If the organisation is paying or delegating someone to keep the books, the treasurer should meet with that person on a regular basis to inspect the accounts for that period and check the bank statements etc, and satisfy him/her self of income and expenditure and make sure that the budget is being kept to. This enables the Treasurer to prepare financial reports for the management committee.

In a community organisation it is common for the treasurer not to be an expert in finances, but there are training courses available and he/she should take advantage of these. Once good systems are in place it is not difficult to keep clear and correct accounts, and this enables the organisation to function well.

## Ready Steady Start

The information in this document was provided the Refugee Council and is part of the learning materials of the Ready Steady Start (RSS) programme.

RSS is a programme for new groups and covers the basics involved in setting up and running an organisation.

If you would like to learn more about RSS please visit [www.lvsc.org.uk/RSS](http://www.lvsc.org.uk/RSS) or contact LVSC on 020 7700 8118.

The Refugee Council supports refugee voluntary and community organisations in the UK in areas of organisation development and policy.

Learn more about the Refugee Council at [www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk).