

Nailsworth Quaker Meeting Role Description

Treasurer and Co-treasurer

- How many: One or two.
- What they do: Works for, reports to and advises Nailsworth QM on its financial affairs.
Prepares an annual budget.
Receives reports of expenditure from groups that handle money (e.g. Collections Committee) and monitors bank account.
Manages and monitors all Meeting income and expenditure: this involves keeping the cash book up to date each month, making payments and transfers, banking cash and other income and keeping careful records.
Processes PAYE and pension payments for the Warden and any other employees.
Makes PAYE returns to HMRC each month.
Prepares and circulates annual appeal for funds and keeps Gift Aid forms.
Prepares and submits Gift Aid claim to HMRC each year.
Keeps abreast of relevant legislation on the keeping of charity accounts.
Keeps abreast of employment, pension and other relevant law.
Attends and reports to meetings of Finance and Premises Committee and reports back to MfWfB periodically.
Prepares a Statement of Financial Accounts (SOFA) annually in required format.
Liaises with and finalises SOFA with AM Treasurer.
- When they do it: Throughout the year.
- Why they do it: To plan and budget for expenditure on behalf of the meeting and exercise control over that expenditure.
- Resources: Excel spreadsheet skills essential.
Treasurer's handbook (see quaker.org and search for 'Treasurer's handbook' – see link below).
Courses arranged by BYM.
- Budget: Expenses (for paper and printer ink) can be reclaimed.
No specific budget is set for this work.
- Liaison with: Finance and Premises Committee, Local Trustee, LM Clerk, AM Treasurer,
- Appointed by: Nailsworth Quaker Meeting
- Expanded description see :
- Quaker Faith and Practice 13.43 & 13.44
 - Advice on BYM website: <http://www.quaker.org.uk/our-organisation/quaker-roles/treasurers>

- Area Meeting Treasurer job description. glosquakers.org