

ROLE OF THE TREASURER

- To receive and bank money for the branch and individual groups.
- To make BACS and petty cash payments.
- To maintain records
- To attend committee meetings
- To prepare balance sheet for Annual General Meeting
- To liaise with the Membership Secretary over subscriptions paid by BACS.
- To administer Gift Aid.
- On completion of term of office. Carry out a comprehensive handover to the new Treasurer.

February 2025