



TREASURER PROFILE

Responsible to: Lace Society Committee

Main Purpose: To record details of all the Society's income and expenditure and to provide accounts half yearly for the Finance Committee Meeting and annually present these accounts for audit.

Responsibilities:

- To ensure correct and prompt payments are made for expenses incurred by The Society and recorded as above.
- To ensure invoices are raised and payments received are banked promptly from Society customers and recorded as above.
- To hold cheque book.
- To liaise with the bank over internet banking and to arrange same for those office holders who need access.
- To arrange appropriate signatories with the bank.
- To reconcile monthly bank statements with society records.
- To liaise with other officers of The Society/full Committee as appropriate regarding income and expenditure.
- To ensure officers petty cash records are reviewed annually and available for auditing by an auditor appointed by The Society.
- To provide reports to the Secretary for each Committee meeting 3 weeks before the meeting date. These reports to be as a Word document and/or Excel spread sheets in the agreed Lace Society format. Reports to include up to date bank balances.
- To provide if requested by the Chair/full Committee a breakdown of costs for specific items to support the decision making process.
- To produce a statement of accounts at year end in preparation for audit of same.
- To assist the full Committee in choice of auditor.
- To liaise with auditor and provide all that is required of The Society to complete audit process.
- To present the Treasurers full report to the assembled Annual General Meeting at the Rally.
- To support the Editor in providing suitable patterns and articles for the newsletter.
- To carry out under the direction of the Chair such suitable duties as from time to time decided by the committee.