



## Bracknell Conservation Volunteers Post holder specification Treasurer

### OBJECTIVES

- 1) Maintain ongoing accounts in system.
- 2) Ensure Budget is in place at start of each year (1<sup>st</sup> April) and that all officers have had input and bought into.
- 3) Ensure BCV does not run out of cash.
- 4) Ensure all income is invoiced and collected.
- 5) Ensure all expenses are correctly supported, approved and reimbursed.
- 6) Ensure all assets and liabilities are controlled.
- 7) Produce annual accounts for presentation at AGM.
- 8) Ensure controls are in place and updated as necessary.
- 9) Deal with any outside bodies on financial matters (generally only BFC, Silva, bank).
- 10) Adhere to any financial requirements in constitution (held by Secretary).
- 11) Ensure subject to independent examination (deemed as being a non-signatory).

### PROCESSES

- 1) Income is generally only from BFC – invoiced Quarterly, in arrears, at £70/session. i.e. of order of £3,500 pa. Rate was fixed at £70 in Jan 2019, for 5 years 2019/20-2023/24, i.e. to negotiate increase again in Jan 2024 for 5 years of inflation. Invoices are sent to Chris Swatridge (Head Ranger).
- 2) Expenditure is typically 50 transactions pa, monthly garage rent is paid to Silva by Direct Debit, all else is by cheques, generally to reimburse Officers of BCV who have spent out of own pocket – we do not have on-line banking.
- 3) There are 2 bank accounts – Deposit and Current held at Lloyds in Bracknell. Signatories are currently both Chair and Treasurer. Should consider making this a bit more flexible e.g. 2 out of 3. There is no Petty Cash.
- 4) Controls – broadly as listed in Objectives. There is a tab within the annual accounts spreadsheet that lists in detail.
- 5) System;
  - Excel spreadsheet held on Treasurer's PC.
  - Backed up onto memory stick monthly.
  - Hard Copy documents including bank statements and expense support held for 7 years.

### SKILLS/EXPERIENCE

- 1) Ideally accounting/book-keeping background, but only really requires a bit of organisation and basic excel.

### TIME REQUIRED

- 1) About 20-30 hours pa, spread evenly with small peak in April for annual accounts and examination.

