



## **Role of NE Touch Treasurer**

The Treasurer is responsible for all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances.

It is important to note that although the Treasurer ensures that these responsibilities are met, some of the work may be delegated to a finance sub-committee.

In summary, the Treasurer is responsible for:

- General financial oversight
- Funding, fundraising and sales
- Financial planning and budgeting
- Financial reporting
- Banking, book keeping and record keeping
- Control of fixed assets and stock

Given these responsibilities, the Treasurer typically acts as the financial information and reference point for committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

## **Main responsibilities of the Treasurer**

Each Management Committee will have its own way of doing things, and the way in which work is shared out can also depend on the skills, interests or amount of time that a person has to offer. The role description for the Treasurer should always match the current dynamics of the organisation.

The following points outline the typical financial responsibilities of a Treasurer:

### **1. General financial oversight**

- Oversee and present budgets, accounts and financial statements to the management committee
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation.



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### **2. Funding, fundraising and sales**

- Advise on the organisation's fundraising strategy
- Ensure use of funds complies with conditions set by funding bodies
- Ensure fundraising complies with relevant legislation and is bound by effective financial systems and controls
- Ensure effective monitoring and reporting

### **3. Financial planning and budgeting**

- Prepare and present budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend.

### **4. Financial reporting:**

- Present regular reports on the organisation's financial position
- Prepare accounts for audit and liaising with the auditor, as required
- Present accounts at the AGM

### **5. Banking, book-keeping and record-keeping**

- Manage bank accounts
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash where appropriate
- Ensure everyone handling money keeps proper records and documentation
- Responsible for the NE Touch 'Expenses Policy'.

## **General notes:**

A Committee is made up of individual members but must make decisions as a collective group. This means that each Committee member must be able to commit to:

- Upholding the values and objectives of the Association
- Giving adequate time and energy to the duties of being a committee member
- Acting with integrity and avoiding or declaring personal conflicts of interest.

In order to ensure that decisions are taken in the best interests of the organisation and that their role is carried out effectively, individual members should act in line with the Nolan Principles, demonstrating **selflessness, integrity, objectivity, accountability, openness, honesty** and **leadership**.