

Treasurer's Duties

The Centre for Thriving Places' Treasurer role is based on guidance from '[Governance Pages](#)'

Overall

- Oversee the financial affairs of the organisation, ensuring they're legal, constitutional and within accepted accounting practice
- Ensure proper book keeping records are kept with effective financial procedures are in place
- Monitor and report on the financial health of the organisation
- Oversee the production of necessary financial reports/returns, accounts and audits

Specifically

- Support the CEO and senior team in scenario planning and forecasting, including the production of related budgets for adoption by the board
- Review financial developments/help make strategic financial decisions with the delegated power of the board*
- Support the CEO and COO in producing clear reports for the (balance sheet, cash flow, fundraising performance etc).
- Report on the financial health and viability of the organisation to the board, ensuring all board members have clearly understood the data
- Support the executive in appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/an independent examiner.

*The Treasurer may coopt board members into a Finance Sub Committee if required

Communications between roles

The Chief Executive is responsible for procurement and budgeting of new and existing projects. A business development group may be formed to assist at the beginning of each new planning cycle.

The Chief Operating Officer is responsible for managing book keeping/accountancy services, and for overseeing the budgetary performance of projects.

The Treasurer is responsible for supporting the executive in their efforts to achieve the mission, whilst safeguarding the company and the board. A finance sub committee may be formed to assist if required.

Our obligation under the Charity Commission's '[Essential trustee Guide](#)' is more broadly described as follows:

- making sure the charity keeps proper accounts
- reviewing the charity's financial performance
- drawing up or reviewing policies for finance and investment
- ensuring that the charity has robust and effective financial controls in place
- liaising with finance staff and with the charity's independent examiner or auditor
- reporting on financial matters to the members, in a membership charity

The treasurer may share these responsibilities with a finance committee, while staff carry out day to day finance functions.

Centre for Thriving Places Group

Treasurers tasks – February 2021

Current Task	Frequency/ length of time	Comment
<p>1) Board meeting – Treasurers report to the Board</p> <p>Preparation of agenda and supporting papers for the Board. Report includes: Treasurers report, latest management accounts, Finance Risk register and any other areas of note.</p> <p>NB Cash flow forecast requires close attention as the company works towards a robust level of reserves.</p>	<p>Prep: 2.5 hours</p> <p>Meeting: 2 hours every 2 months.</p>	<p>Management a/c prep involves transferring YTD from QB to Excel to compare against budget with commentary</p>
<p>2) Finance Sub-Committee meeting (Optional)</p> <p>Preparation of agenda and supporting papers for the Finance Sub-Committee held 2 weeks before the next full Board.</p>	<p>Prep: 1 hour</p> <p>Meeting: 2 hours every 2 months.</p>	
<p>3) Remuneration Committee (Optional)</p> <p>Attending annual meetings of the Remuneration Committee (HR rep, Treasurer and two other independent trustees) to discuss SMT pay reviews.</p>	<p>Annually (1 hour)</p>	<p>Ad Hoc financial advice to HR support if required</p>
<p>4) Company accounts (Supplied by Godfrey Wilson)</p> <p>Liaise with the company's accountants if requested by the exec. Check management accounts supplied by Godfrey Wilson ahead of the next Board</p> <ul style="list-style-type: none"> a) P&L reports from CTP and CTP Consulting with consolidated results b) Budget with prior year for comparison c) Discuss variances with the exec team 	<p>Every 2 months.</p> <p>1 hour</p>	

<p>5) Annual Budget</p> <p>Check budget template with CEO & COO. Assist with changes/updates if required. Review budget forecast and adjustments proposed by exec team. Advise as required</p>	<p>Annually (May - July)</p>	
<p>6) Year-end accounts</p> <p>Review year end accounts with COO/Godfrey Wilson incl. re accounts timetable, preparation, adjustments and sign-off. Incl. check on adjustments from QB to accounts and assistance with SORP and Tax analysis if required.</p> <p>Support CEO with preparation of Trustees and Directors reports in year end accounts</p> <p>Overview presentation of the draft year end accounts to the Board highlighting key areas of interest and judgement.</p>	<p>Annually.</p> <p>Total c.5 hours</p> <p>(2 hours - CIC 2-3 hours - Group)</p>	

<p>7) Banking responsibilities</p> <p>Bank authorisation (cheque signatory) and online fob holder for authorisation/2nd authorisation of banking payments from the Charity when required.</p>	Occasional/Ad-hoc	NB Bank mandate may change pending a switch from Coop to Triodos
<p>8) Quickbooks</p> <p>Understanding of Quickbooks is desirable if close interrogation of book-keeping is required</p>	Ad-hoc	
<p>9) Ad-hoc assistance (provided in the past)</p> <ul style="list-style-type: none"> - VAT consideration - Organisational structure consideration - Grant funding bids (ad-hoc advice) - Gift-aid claim reviews - Advice on finance systems/procedures if required 		

Time commitment is variable, averaging c6 hours/month (incl. meetings + ad-hoc assistance/queries)