



the lovelace theatre group

Treasurers Role – Updated 21 July 2016

Duties are :-

- Keeping a record of the income and expenditure of the group
- Analysing the information above in order to produce a set of accounts for the benefit of the members
- Produce an income / expenditure statement for each production
- Attendance at committee meetings and to giving a short report on any significant monetary transactions
- Attendance at the AGM to report on the financial aspects of the group including a summary and individual production figures.
- Being the principle contact with the Bank, currently NatWest and reconciling their balances to the clubs accounts.
- Ensuring that each item of expenditure is backed by the necessary paperwork as evidence ie receipts, invoices
- Making all payments on behalf of the group eg John Godber Centre, Insurance and various expenses. This can be done through BACS, cheque or cash.
- Managing a float of petty cash. (currently done by another member)
- Collecting and Banking any cash that is derived from normal operations (This is currently done by another member)
- Maintenance of the financial sides of the asset register
- Committee membership will also include joint responsibility of the wider areas of managing the group eg Various policies, regulatory requirements and Health & Safety issues.
- Retention of a complete set of accounts for archival purposes