



TREASURER'S JOB DESCRIPTION

Accept responsibility for the effective management of FOS Finances

- *Set up system for recording the receipt and banking of money*
- *Set up system for the recording of expenditure*
- *Set up system for reporting on group finances*
- *Set up system for reimbursing members for authorised spending*
- *Maintain computer records for the above*
- *Liaise with banking institutions*
- *Liaise with auditor*

Activities associated with above

- *Maintain receipt book records for all incoming funds*
- *Maintain file of invoices for payments*
- *Use cheques for all repayments*
- *Use standardised record of expenses submitted by group members*
- *Prepare budgets*
- *Prepare monthly balanced statements of income and expenditure*
- *Prepare annual statement for audit*
- *Use computer financial programme to record all financial activity*
- *Use internet banking where needed*
- *Maintain data base of group members*