Job Description - Treasurer

**On A Weekly or Regular Basis**

* Pay on a timely basis all invoices received.
* Reconcile all receipts and payments (including cash) to/from the Society’s Current Bank Account and arrange transfers to/from Business Premium Account as required.
* Maintain an analysis by Show, General and Social Account of all bank movements.
* Produce Show Budgets and ensure production team members keep within their budgets.

**Show Week**

* Provide any necessary floats for Playhouse Shows.
* Liaise with Musical Director and make payments to Band Members and rehearsal pianist

**Post Show**

* Agree settlement of show accounts received from Everyman or Playhouse.
* Provide Royalty details and settle Royalties with Licence holder.
* Produce interim Profit and Loss Accounts as soon as possible after show week.

**Prior To Year End**

* Settle any outstanding Invoices and collect any monies owing.

**At Year End**

* Finalise Reconciliation Spreadsheet to the Bank Account(s).
* Submit draft Accounts to Accountant, including any Debtors and Creditors.
* Provide supporting paperwork for all transactions made during the year.

**Accounts**

* Submit draft of accounts to Accountant by end of January.
* Liaise with Accountant on any problems or questions that may have arisen.
* Receive Accountant’s draft version by early March and confirm analysis is correctly stated.
* On receipt of final, signed version from Accountant, obtain Chairman's signature.
* Arrange for distribution to members in advance of AGM.

**Annual General Meeting**

* Deliver Treasurer’s report to the AGM
* Prepare to answer any questions that may arise from the published accounts.

**Committee Meetings**

* Attend regular monthly committee meetings (or submit report in absentia).
* Fulfil any actions from meetings and inform Secretary when complete