



TREASURER **Roles and Responsibilities**

JANUARY

At committee meeting prepare all the changes to the committee for the Charity Commissioners on forms obtained from them (Can be done online). Do a report and send in the audited accounts for previous year.
Renew CAODS membership subscription with NODA.

FEBRUARY

Renew the Society's insurances with Lloyd & Whyte Ltd (Insurance Brokers for NODA) (Insurance year commences 1st March)

MARCH

Complete actual spring show figures against budget costs and feedback this information to committee.

MAY

End of financial year on 31st.

JUNE ONWARDS

Prepare the accounts with trial balance sheet and produce draft balance sheet along with all invoices and bank statements ready for audit. Take to Auditor.

SEPTEMBER

Renew if still required the committee indemnity insurance again with Lloyd & Whyte Ltd.

OCTOBER

Complete actual autumn show figures against budget costs and feedback this information to committee.

NOVEMBER

Have the audited accounts signed off by two committee members at the November meeting

DECEMBER

Obtain approx. 50 photocopies of the accounts for distribution at the AGM. All members have the right to a copy and the members attending the AGM need to have a copy with them to understand the Treasurers report. This is the only occasion they have the chance to be appraised of the financial state and what it costs to run and perform shows in the Society. Send copy for Website inclusion.

GENERAL DUTIES

Prepare budget costs for forthcoming productions. It is important when the committee chooses a show, that they are mindful of the potential costs involved, especially when the show includes special effects.

Issue cheques and carry out bank transfers against proper invoices ONLY and maintain the appropriate records. DO NOT PAY IN CASH.

Pay in all cheques and cash received to the Co Op bank account. Reconcile the monthly bank statements.

Liaise with the Civic Box Office on tickets sales and with Operations Manager on payments from the advance and final tickets sales to CAODS Account.

Obtain necessary licence from Rights Holders paying the deposit accordingly.

Organise delivery and hire of Scripts and Scores to the cast. Return all within the time constraint with all pencil marks erased and clean.

January 2020