Central Borders CAB

Volunteer Treasurer on the

Board of Trustees / Directors.

1. **Treasurer role**

The treasurer is an officer of the bureau trustee board and not a paid worker. The role of the treasurer is to ensure that all the finances and the supporting financial control systems are kept in order. The treasurer is not the book-keeper. S/he does not hold or maintain the financial records nor has s/he sole control of the bureau's bank accounts, cheque books or electronic payment systems.

1. **Main duties and responsibilities**

The main areas of the Treasurer’s responsibilities are;

• Keeping the board informed about its financial duties and responsibilities

• Advising on the financial implications of the bureau's strategic plans and key assumptions in the operational plan and annual budget

• Understanding the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound

• Ensuring that a realistic budget is produced which meets all the bureau's needs and that there is an appropriate reserves policy

• Monitoring the bureau's income and expenditure position.

• Presenting quarterly financial reports to the board in a format accessible to the board members

• Guiding and advising the board in the approval of budgets, accounts and financial statements, within a relevant financial policy framework

• Ensuring that accounts are prepared at year-end in compliance with the current SORP Accounting for Charities and making arrangements for them to be audited or independently examined, as required by the Office of the Scottish Charity Regulator

• Presenting the accounts at the AGM and drawing attention to important points in a coherent and understandable way

• Liaising with the bureau manager about financial matters

o to ensure day to day management of bureau finances.

o Ensuring that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard the bureau's resources

o Ensuring that money received is only spent on the purposes for which it was given, and, where required, ensuring that reports and accounts demonstrating this outcome are submitted to funders

**3. Personal skills and qualities**

• Financial experience and/or qualifications

• Some experience and/or knowledge of charity finance, fundraising and pension schemes

• The skills to analyse proposals and examine their financial implications

• Preparedness to make unpopular recommendations to the board

**4 Operations**

The treasurer may delegate day-to-day financial management to the bureau manager. Support may also be provided by commercial accountancy firms. However managed, the treasurer retains delegated responsibility.

• Recording the day-to-day transactions

Income and expenditure transactions are recorded on Excel spreadsheets, with a page to a month. It is essentially an analysed cash book, showing brought forward amounts, expenditure transactions by type, e.g. pay, pensions, electricity, postage etc. and carried forward amounts. The month end bank balance is reconciled to the bank statement.

• Payroll

The treasurer oversees the payroll process which is as follows: Gall Robertson accountants provide payroll services for the CAB. The manager provides records of hours worked and salaries. Gall Robertson carry out all the required calculations and provide advice of the amounts to pay staff members, HMRC and confirm amounts for the NEST pension direct debit. The accountants also produce pay slips and all paperwork required for audit relating to wages.

• CAB Budget

A large proportion of CBCAB cost base is staff and so the largest part of budget calculations are salaries, any pay increases, NI and pension costs. Non pay costs are mainly calculated on the basis of currently budgets and an estimate of likely inflation, particularly important on property costs, gas, electricity, water etc.

• Quarterly Reporting

Monitoring actual income and expenditure against budgets, periodically during the year is very important in order than any potential problems can be identified and solutions considered. This is prepared in the month following the end of each quarter.