

RTN – Role of Treasurer

- ❖ To keep the income and expenditure book up to date
- ❖ To pay into the Lloyds Bank Account all monetary income- acknowledging all donations by post or by E-mail for electronic donations
- ❖ In general payments are made by the treasurer online with oversight of the three other committee members who have online authority. At quarterly meetings these committee members verify that they have carried out checks.
- ❖ To issue cheques for all expenditure – either for equipment required or expenses incurred by committee members.[All cheques need 2 signatures from the 3 nominated signatories]
- ❖ With the change of these signatories liaise with the Bank to effect the change
- ❖ To control and organise the Savings and Investment accounts of RTN under the agreement of the committee
- ❖ To be a point of contact for the Charity Commission
- ❖ To ensure the preparation and delivery of the accounts for RTN each year at the end of our financial year – May 31st
- ❖ To deliver accounts to the AGM each year
- ❖ To send the annual report including the accounts to the Charity Commission each year when requested