

Treasurer – Job Description

- Manage and record all receipts, payments and transfers for West Kent IVC's bank account, Paypal account and petty cash tin. Reconcile all transactions with the bank statements and Paypal statements on a monthly basis.
- Maintain and up-to-date record of the WK-IVC accounts and prepare a summary of the accounts for each committee meeting.
- Act as a signatory on the WK-IVC bank account.
- Advise the bank of change of address, change of signatories, bank stationery requirements, etc.
- Prepare the year-end accounts for presentation at the WK-IVC's Annual General Meeting (AGM).
- Seek a suitably qualified person to audit the annual accounts, and ensure that the accounts are audited prior to the AGM.
- Prepare a budget for the next financial year for presentation to the committee prior to the AGM.
- Annually report membership numbers to the AIVC, and arrange subsequent payment of the AIVC levy.