

## **Marlow Opportunity Playgroup Treasurer Job Description**

### **Role:**

1. Generate and maintain a spreadsheet to record MOP's income and Expenditure each month.
2. To reconcile the spreadsheet and the MOP bank statement each month.
3. Manage the charity's bank accounts.
4. Using the financial data recorded on the spreadsheet, provide a financial report for each Voluntary Committee meeting.
5. Submit the completed spreadsheet at the end of the financial year (April to March) with bank statements to the accountant nominated to complete, verify and sign off the end of year statement.
6. After acceptance of the end of year statement at the MOP AGM, submit online the end of Yr statement to the Charity Commission.
7. Administer our charity's details on the Charity Commission site.
8. Maintain the pay scales for the staff, including an incremental pay scale for the management team, based on pay increases as agreed by the Voluntary Committee.
9. Maintain a Gift Aid register of donations and donators, and submit Gift Aid claim to HMRC twice a year.

### **Detailed Procedure**

Maintain the spreadsheet as per the example of spreadsheet

Outgoings – Record of all expenditure detailed in Bank Statement under the various headings by date.

Income – Record of all income detailed in Bank Statement under the various headings by date.

Bank Reconciliation- Bank Statement proof.

Turnover Summary (only used if savings are transferred to current account if required to maintain cash flow)

Analysis – Record of all outgoings and income summarised by each month, completed at the End of Fin Yr to detail year's total expenditure and income under each heading.

End of year Fin Statement – spreadsheet data in End of Yr Statement format

Budget – Annually establish a budget and monitor monthly actual against budget.

The above is all based on the monthly bank statements. Each month the MOP Administrator (Jane) receives the bank statement and endorses each line as to the heading the expenditure or income falls under. The bank statement is then passed on to the Treasurer for reconciliation.

In April the pay scales are updated according to the Committees decisions and passed to the Administrator for input to payroll so that the April pay is based on any pay increases.

Receive Gift Aid forms from MOP Manager, enter to Register, raise and submit claim to HMRC twice a year.

<b>Allocation of Time</b>	<b>Hours per Month</b>
Bank statement reconciliation and spread sheet up date:	2
Analysis of each month's data for budget monitoring:	1
Checking bank balance on line once a week:	1
	<b>Quarterly</b>
Treasurer's report:	1
	<b>Bi Annually</b>
Gift Aid work	2
	<b>Annually</b>
In April finalise the Spreadsheet for the End of Yr review:	2
Provide all information required by the reviewing accountant: (This work is currently undertaken by Cath Austin, and this has been the case for the last few years)	