

**Job Specification - Calderdale FHS**  
**Spring 2022**

1. **Title**  
Treasurer.
  
2. **Main Responsibilities**
  - 2.1. AGM - Preparing and delivering report on the Society's financial performance for the previous year and answering any queries arising.
  - 2.2. Monthly General Meetings - Making necessary payments as requested & receiving money in.
  - 2.3. Committee Meetings - Preparing budget and comparisons with actual monies spent and received.
  - 2.4. General - Carrying out miscellaneous duties concerning the financial aspects of the Society. This includes all accounts payments necessary, generally via the Society on-line banking account, receiving and banking any income payments, generally membership subscriptions, and reconciling payments from other sources.

**3. Detailed Responsibilities**

AGM.

- 3.1. Finalising accounts for scrutiny by auditors, preparing Income and expenditure Accounts.
- 3.2. Photocopying Accounts for distribution at meeting and providing a copy for the Scrivener following the audit.
- 3.3. Delivering report at AGM & answering any queries arising.

Monthly General Meetings

- 3.4. Having cash available to pay Speaker. Paying chairman's, secretary's, catering, project's expenses and other miscellaneous items ( Proof of expenditure ( receipts ) to be collected and a signature taken for receipt of payment) Also to pay for Meeting Room hire within a few days of use.
- 3.5. Receiving in and giving receipts for, membership subscriptions, raffle proceeds, publication cheques, enquiry/research cheques, social events and any other miscellaneous income.

Committee Meetings.

- 3.6. Annually, & in March/April. Preparing a budget for the next 12 months and obtaining committee approval.
- 3.7. Presenting 2 Monthly totals for Income & Expenditure, comparing with annual budget, answering any queries arising. On request preparing financial information about current projects and providing analyses of current income or expenditure.

General

- 3.8. Receiving Memberships in post, preparing receipts and handing over with application forms to Membership Secretary.
- 3.9. Paying cheques received into bank (if necessary, withdraw cash for float).
- 3.10. Keeping records of income and expenditure, Checking records with bank Statements and reconciling.
- 3.11. Balancing cash in hand with records. Provide floats for other members i e. Publications officer, Membership Secretary, Coffee sale & Raffle sales Team, and any other approved Society activity.
- 3.12. Paying any invoices received (for Scrivener printing, postage costs. Members interest Books printing costs, and postage costs,) via on-line bank account. If by cheque acquire second signature on cheque from other authorized official.
- 3.13. Maintaining a running total of orders satisfied via Genfair & liaising with the Publications Officer to ensure accuracy.

Documentation.

- 3.14. Every April, depositing the Annual Financial Report & the detailed documentation with West Yorkshire Archives (WYAS) in Halifax for the year previous.