



Combe Mill Society - Role Description

Date: October 2022

Issued by: _____

Role Description: : Treasurer

Page 1 of 1

1. Principal tasks:

Manage all bank account and petty cash transactions of the Society.

Maintain comprehensive records of transactions and retain all remittances and receipts.

Report on the financial status of the accounts to the Board as required

Approve and honour suitably authorised requests for reimbursement of expenses from members with supporting receipts.

Act as purchasing manager to Society buying – fuel oil, coke, cleaning consumables, etc.

Pay invoices for goods and services supplied

Prepare cash flow forecast of annual expenditure and monitor expenditure against the plan

Prepare income/expenditure accounts and submit to the appointed Company Accountant for the preparation of formal returns to Company's House and the Charity Commission.

Get cash float from bank before each open day and steaming event. Make up cash floats for each cash box.

Gather cash boxes and collection boxes after open and steaming days – cash up, pay expenses, reconcile with petty cash account, bank takings

Maintain statistics of visitor numbers and earnings for each 'cost centre' – retail, tea room, forge, BBQ, ticketing, guidebook sales.

Provide receipts for payments from group visits and other 'sales'

Prepare and submit claims for tax rebate on Gift Aid donations and admission tickets to the HMRC.

Deal with WODC on applications for discretionary rates relief.

Deal with HMRC on corporation tax matters

Complete surveys received from tourism bodies

Maintain subscriptions to other bodies.

2. Financial responsibilities (if any):

See principle tasks

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.