BEAN ALLOTMENTS ASSOCIATION

The Treasurer

The Treasurer has the day-to-day responsibility of looking after the group's money. They need to have an overview of the group's financial situation and provide information to help the group make informed decisions. It is important to remember that the Treasurer does not have sole responsibility for the group's finances. It is up to the committee as a whole to decide how funds will be raised and spent. It's also up to the committee to make sure that the group's money is being handled properly.

The Treasurer's job covers two main areas:

- Keeping financial records for the group
- Keeping the committee informed

Keeping financial records for the group

The most important thing is to write everything down, and to keep all connected paperwork. Here is quick checklist of the main tasks:

- Keep a written record of the money going in and out of the group funds.
- Check and keep bank statements.
- Keep receipts for all items bought.
- Keep paperwork for all grants and money received.
- Have a system for dealing with expenses and petty cash.

Keeping the committee informed

It is the Treasurer's job to keep the committee informed about the group's money, so everyone understands the overall financial situation. It's useful to give a financial update at every committee and general meeting. This doesn't have to be a big task. It's useful for your update to cover:

- How much money the group has.
- How much has been spent since the last meeting, and what on
- Any problems or issues you have spotted – for example, if there isn't enough money to pay the room hire for your next meeting.

At the Annual General Meeting you will need to provide a fuller report that covers the whole year.

Summary

1) Maintaining the books and producing accounts to the year end.
2) Issuing Rent demands & collecting in the rental money.
3) Paying the Associations liabilities. Banking surplus cash in the Associations account with Metro Bank.
4) Registering the members with the National Allotment Association each year and receiving their quarterly e – magazine & emailing the link to members
5) Receiving & distributing the Kings seed catalogues to members
6) Reading the water meter twice a year and notifying the parish council in order to keep a check on the water bills.
7) Together with the Secretary maintaining the contact list of members & the site plan.
8) Together with the Secretary maintaining a waiting list of new members and together with the Allotments Manager obtain the new tenants' signatures to the tenancy agreement and Data protection statement before issuing the allotment key.
9) Maintain a register of the keys issued and the deposits retained**.**