



The Bear Flat Association

for those living and working in Bear Flat, Bath



Role of Treasurer

BFA accounts are very simple managing a turnover of approximately £8,000 per year across 2 bank accounts and some cash transactions

Most of the income is from the annual subscriptions paid by the residents, a few donations and the surplus income from the monthly Community market.

The Treasurers role includes the following

- Monitoring PayPal account where subscriptions are paid and transferring into main bank account.
- Sending invoices to those who owe money e.g. Bear Flat flyer advertisers
- Monitoring the bank account to ensure bills are paid and any surplus funds are put on deposit.
- Updating membership when subscriptions are paid direct into bank account (mainly September/ October when renewals are due).
- Maintaining appropriate financial records and producing reports for each BFA full committee meeting highlighting changes.
- Producing annual financial statements for submission to the Charity Commission and presentation at the AGM.
- Ensuring insurance policies are renewed and all committee members are clear on cover. Encourage appropriate risk assessments for all activities including making sure Contractors provide proof of appropriate insurance.
- Current development of Quickbooks to replace spreadsheet way of working.

We estimate the time commitment for this role would be approximately 4- 12 hours per month.

This role would suit someone with a finance background or seeking to develop their financial skills further. There would be a supportive handover from the current Treasurer and ongoing support from the rest of the committee especially those who manage any operational accounts.