

MAKING MUSIC COMMITTEE TREASURER

(Please note that these requirements do not constitute a contract of employment.)

The Committee Treasurer has overall responsibility for all the financial activities of the Committee and for managing them on behalf of the Board.

1. To manage all finances in accordance with Making Music Office guidelines and internal controls

- 1.1 To maintain accounting records in the form of an analysed cash book (either manual or computerised but including entry into the centralised on-line accounting package) for each bank account held by the Committee.
- 1.2 To ensure a reconciliation between bank statements and accounting records is carried out on a monthly basis.

2. To ensure appropriate authorisation of expenditure

- 2.1 To manage banking arrangements in accordance with Board requirements as specified in the Committee Handbook.
- 2.2 To be one of the cheque signatories on any Committee bank accounts.
- 2.3 To pay expenses of Committee members (and other volunteers) incurred on Making Music business, in accordance with Making Music Office guidelines.

3. To prepare the annual Committee budget

- 3.1 In conjunction with the Committee Chair, to plan, prepare, negotiate and agree the Committee's annual budget (revenue and capital) with the Board.
- 3.2 To review actual income and expenditure compared to budget on a regular basis (either quarterly or prior to each Committee Meeting, as appropriate).

4. To prepare financial information as specified by the Making Music Office and the Board (and external funding bodies if applicable).

- 4.1 To prepare annual accounts and related information for the purpose of consolidation in the charity's annual accounts and VAT returns and to present the accounts, for information, to the Committee's Annual Meeting.
- 4.2 To take financial responsibility for administration of Arts Council delegated funding (where applicable) and to prepare all financial reports required.

5. To prepare financial reports and commentaries for Committee meetings and the Committee's Annual Meeting.

- 5.1 To be responsible for monitoring and reporting the financial implications of any project undertaken by the Committee or its sub-committees.
- 5.2 To explain financial facts and figures to all Committee members as required.

6. To undertake any other ad hoc duties required to ensure good management of the Committee's financial affairs and to meet the objectives set out above.