

## TREASURER'S ROLE

For more information on activities please visit our website - [www.wirralramblers.org.uk](http://www.wirralramblers.org.uk)

### DUTIES

- Arrange for the receiving, recording and banking of all money.
- Arrange all payments.
- Check bank statements and monitor bank accounts.
- Maintain Cash Book and Nominal Ledger and files of supporting documents.
- Prepare and have audited the Group's accounts each quarter.
- Prepare the Group Annual Return required by the Ramblers' Association.
- Prepare a report on the year for inclusion in the papers for the Annual General Meeting.
- Arrange for authorised signatories for the Group's accounts to be appointed as required and notified to the banks.
- Obtain quotation for the provision of coaches and with the Chairman decide on acceptance.
- Ensure the Group's financial affairs comply with Charities law.
- Provide financial information to the Committee as required.
- To ensure the group is following GDPR guidance and is compliant with it.

JA/November 2017