

STYLES HOUSE TMO

The TMO Office, Styles House, Hatfields, London SE1 8DF

APPENDIX E To Code of Governance

RESPONSIBILITIES AND DUTIES OF THE TREASURER

The Treasurers task may be divided as it is not good practice for all tasks associated with finance to be performed by just one person (whether they are a member of the Management Committee or a member of staff) without supervision or others. For this reason it is good practice to have a finance sub-committee to manage and monitor their finances. This group should ideally consist of the Treasurer, 1 or 2 other members of the Management Committee, the Chief Officer and or the member of Staff responsible for financial management or fund raising. Even if the Treasurer, the TMO's staff and the finance sub-committee carry out most of the financial management work, the final responsibility always rests with the Management Committee as a whole – all the Management Committee members are accountable

The Financial responsibilities of the treasurer can be divided down as follows:-

- 1) To ensure the TMO works to further its aims as stated within both the constitution and the Management Agreement
- 2) To uphold the financial regulations as stated in the Management Agreement and in legislation.
- 3) To ensure that all ledgers and financial records are maintained on a regular basis, including the Petty Cash
- 4) To ensure regular financial reports are made to the Management Committee
- 5) To ensure the production of financial records as and when necessary
- 6) To ensure all financial returns are produced and submitted in a timely fashion
- 7) To supply information to Staff, Accountant and bookkeeper as necessary
- 8) To ensure proper control of fixed assets and stock

In addition, there may be duties attributable to being a Committee Member that may require the Treasurer to act in other capacities, these being covered in the Committee Members duties and responsibilities Pro Forma.

I, the undersigned acknowledge and accept the role of Treasurer and in doing so, fully accept to abide by these duties and responsibilities to the best of my capabilities.

Signed _____ Dated _____