

# **SHEET & TILMORE ALLOTMENT ASSOCIATION**

## **Committee: Roles & Responsibilities**

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### **Treasurer**

**Role:** To ensure all financial matters relating to STAA activities and falling within the annual accounts period of 1<sup>st</sup> October to 30<sup>th</sup> September, meet current requirements of the Constitution and advice from the STAA accountant

#### **Responsibilities:**

- Paying income into the STAA current bank account from:
  - Trading Shed.
  - Annual membership fees.
  - Seed & potato order payments.
  - Councils.
- Arranging expenditure:
  - Sundry cheques to settle invoices.
  - Renewal of Shed & Public Liability Insurance: RHS Affiliated Societies (Soc.No. 23856987) Insurance Scheme. (put docs on website) Policy no: 080X3139471. Due Date: 1<sup>st</sup> Feb.
- Maintain records & receipts of all Income & Expenditure in accordance with advice from the accountant.
- Report Community (current) and Deposit Account balances at committee meetings.
- Write to PTC in September and ask for £50 grant.
- Ensure SPC send £50 grant in September.
- Add signatories to bank account as necessary.
- In October, prior to the AGM in November, finalise end of year Trading report, Income & Expenditure report and Balance Sheet in accordance with the requirements of the constitution.
- Send the Trading Report, Income & Expenditure, Balance Sheet, all original receipts, cheque book & paying-in book, to the accountant, currently Gordon Beer 01730 267391 / 07771 837870, for auditing who will sign them off whilst ensuring they meet current financial requirements.
- Prior to the AGM, send copies of the accounts to the membership secretary for e-mailing to current members, and to be posted on the website.
- Work with the Membership Secretary to ensure that the membership database tallies with annual membership fees received.