

SMA Treasurer

The Treasurer role is shared by two people. Both Treasurers are committee members and trustees of the SMA which is a registered charity.

There's flexibility on how the work is divided, the below is the current split. The Treasurer isn't responsible for deciding how SMA funds are spent just for ensuring the committee know what funds are available and that it gets spent as agreed by the committee. A familiarity with excel is useful. It does involve handling large amounts of coin at times so it's good to be comfortable handling cash!

Treasurer 1:

- Attend the evening SMA meetings every other month.
- Maintain an excel spreadsheet which analyses the banking transactions, reconciles the bank accounts and creates the monthly report for the SMA meeting.
- Perform a periodic review of the interest rates being received.

Treasurer 2:

- Attend the morning SMA meetings every other month.
- Prepare the Annual accounts and Return to the Charities commission (the excel spreadsheet maintained by Treasurer 1 provides the basis of this).

Both Treasurers

- Ensure support is maintained for all payments and receipts (we use Dropbox for this).
- Perform the Treasurer function for SMA events (the 2 Treasurers currently perform the role for alternate events as agreed at the start of each school year). This requires working with the event organisers on the budget, managing email communication (there can be a lot of this!), arranging floats, counting the takings, paying expenses, banking the cash and producing an income/expense report.
- Liaise with the bank as necessary (very infrequent).
- Make agreed payments online and by cheque. The majority are done online.
- Review and update the SMA Treasurer Policy annually.
- Manage general email queries.
- Claim Gift Aid if applicable (none at the moment)
- Maintain the Treasurer Procedures document.