

The role of the UKTA Treasurer



Keep financial records

- Take the day-to-day responsibility of looking after the UKTA's funds.
- Maintain an overview of the financial situation and support the committee to make informed decisions.
- Check and keep bank statements and report immediately any anomalies to the Chair, Deputy Chair and Secretary and to the committee at the next committee meeting
- Have a system to manage receipts for all expenditure.
- Have a system to manage and reimburse expenses to members.
- Have a system to manage associated paperwork for all money received.

Ensure the committee is financially aware

- Inform the committee of quarterly income and expenditure and funds, so everyone understands the overall financial situation.
- Identify and explain quarterly expenditure.
- Report any problems or issues encountered.
- Estimate expenditure and income for the next quarter.
- Respond promptly to financial queries raised by a committee member.
- Ensure the committee take responsibility for the UKTA's finances by facilitating discussions how to raise and spend funds.
- Ensure that the UKTA's funds are handled properly by the Committee.
- Make members aware of any financial risks or concerns.

Keep members informed at the Annual General Meeting

- Prepare a basic profit and loss report for the year.
- Prepare a basic balance sheet for the year and compare to previous two years.
- Clearly identify the total of membership subscriptions.
- Clearly identify the total and type of expenditure.
- Clearly identify expenses paid to members.
- Clearly identify the source of any grants or donations.
- Prepare a basic profit and loss projection for the forthcoming year.
- Prepare a basic balance sheet for the forthcoming year.