

Kennington Fund Raising Group Roles



Group treasurer

Main purpose of the role

The treasurer controls the group's funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the Group's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

At the AGM

Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical

Want to be our next Group treasurer? With a clear head for numbers, you will control the Group funds in line with the committee's decisions, as well as charity law. You will also make sure upcoming events are affordable and profitable, and report financial information to the rest of the team. For more information.