

Yarburgh Community Preschool

Committee Role Description – Treasurer



The Treasurer is one of three Trustee roles of the charitable organisation "1025289 - YARBURGH COMMUNITY PLAYGROUP".

The following is a list of responsibilities of the Treasurer grouped into specific areas.

Committee

Yarburgh Community Preschool is voluntarily run by parents of children currently attending. Without the committee the group cannot legally run and we encourage all parents to join. The committee meet once a month during term time and discuss every aspect of the running of the school.

- Attend committee meetings
- Manage preschool income:
 - Collect fees, pay cash/cheques into bank
 - Organise milk rebate claims
 - Claim Gift Aid on all applicable donations
- Manage preschool expenditure
 - Pay staff wages, deal with PAYE regulations, National Insurance, pensions, holiday pay, sick pay, maternity pay and Christmas bonuses
 - Pay rent and bills on time
 - Pay membership fees
 - Sign and issue cheques as appropriate
 - Keep receipts, records and invoices
 - Organise petty cash and provide floats for fundraising events
- Insurance
 - Renew insurance annually checking cover, premises and equipment, public liability and trustee indemnity insurance
- Reporting
 - Provide financial updates to each committee meeting
 - Complete end of year accounts, arrange for them to be independently inspected and send to charity commission
 - Complete annual charity commission return
- Budgeting
 - Provide regular cash flow forecasts to the Chairperson and assess forward budget planning
 - Maintain a reserve contingency
- Help to recruit and support other committee members

- Uphold the Ofsted national standards in respect of the registered person
- Help plan and support fundraising events