

Suffolk Craft Society/Friends

Treasurer Role

Overview of tasks

SCS Subscriptions (April each year & then until all are collected):

- Secretary to send list of all members prior to 1st April (date subs due)
- Record on spreadsheet members who have paid (bank transfer or cheque)
- Update Secretary periodically to let them know who hasn't yet paid (Secretary will chase)
- Occasionally members pay twice or more or the wrong amount. Make refunds accordingly (mainly bank transfer, sometimes cheque)

Friends Subscriptions (April each year & then until all are collected):

- Let the Friends Secretary know who has paid, they keep a record of who has or has not paid and will follow up non payments

SCS Insurance (Renewal is beginning of July & when exhibition takes place):

- The SCS insurance is due for renewal at the beginning of July
- Liaise with the insurance brokers
- Liaise with the Chair to ensure all is covered
- Make payment for it once invoice received
- Throughout the year when an exhibition is to be put on, let the insurance broker know the dates and where and they will confirm either there is no additional premium due or there is an extra amount to pay

SCS Exhibitions (As and when exhibitions are put on):

- At the end of the exhibition receive all paperwork from the exhibition (this will include makers sheets, day sheets, fuel claims, expenses, supervisor days etc)
- At the end of the exhibition download a report from Zettle showing all sales made at the exhibition (Detailed Sales Report)
- Check raw data total is what has been received into the bank
- Check raw data to ensure all items sold have a makers name next to it. If not investigate either in Zettle or using the paperwork received to see if you can find who the item belongs to. Update the data with the name once found.
- Manipulate the data to show total sales by each maker
- Calculate the amounts due to each maker
- Add in any expenses due to them, fuel, supervisor fee etc
- Make payments to makers within a reasonable time frame after the exhibition

SCS Online Shop (Monthly):

- Each month login to the SCS website
- Download a report of all transactions for the month
- Check against the bank that the Society has received all funds
- Work out payments due to makers
- Make payments to makers (usually by 12thish of the following month)

SCS Payroll (Monthly):

- Altorian prepare the monthly payroll and sent it to the Treasurer
- Pay the Treasurer and Secretary monthly (last day of the month)
- Pay HMRC when due (currently paid quarterly)
- Send payslip monthly to Secretary and P60 yearly
- Confirm no P11d forms required yearly (Altorian will get in touch re this)

SCS/Friends Invoices Due/Expenses to be paid (Adhoc throughout the year):

- Throughout the year invoices will need to be paid/expenses reimbursed. Payments to be made as and when required

SCS/Friends Accounts (Year end is 31st March):

- Keep a record of all receipts and payments made (these are currently recorded in VT Transaction – the SCS and Friends have a separate file)
- If possible, prepare as much as you can for the year end accounts, e.g. prepayments/accruals/fixed assets
- Pass on all information including VT files etc to Altorian the accountants
- Liaise with Altorian to ensure the year end accounts are prepared by the AGM date
- Altorian will prepare the Corporation Tax, review and confirm once prepared

SCS/Friends Committee Meetings (As and when scheduled):

- Prepare any report required for the meetings, it depends on what is being discussed. Could be a subscription update or an exhibition update for example
- Attend meetings

SCS AGM (Usually takes place in October):

- Ensure accounts have been prepared and sent to the membership in the timeframe required
- Prepare a report for the year
- Attend AGM meeting and present report and accounts. Take any questions

Hours spent depend monthly. If there's a meeting, if there's been an exhibition etc. I would suggest on average approximately 6 hours per month.