

ROLE DESCRIPTION

POST: DIOCESAN TREASURER (no vote) No requirement to be an MU member.

The main duties of the Treasurer are as follows:

1. To attend any meetings of the Diocesan Trustee Board and Diocesan council – Ex –officio
2. To be responsible for bringing to the Trustees' notice all the financial implications of the Diocese.
3. To keep clear accounts.
4. To be aware of any difficulties concerning financial matters in branches and deaneries.
5. To advise and oversee training sessions for Branch and Deanery Treasurers where appropriate.
6. To arrange for every branch, deanery, and Unit to submit examined accounts to him/her as soon as possible after the year end. This is normally 31st December each year.
7. To then consolidate all the accounts and prepare schedules for the Auditor/Examiner.
8. To present the Audited/Examined Accounts to the Diocesan Trustee Board for approval. To receive and act on, where required, the Auditor's/Examiner's Report on the accounts
9. To be responsible at the Annual Meeting for presenting the audited/examined accounts and balance sheet already approved by the Trustees.
10. To receive and bank cheques and cash from Branches, Areas and events.
11. To receive annual subscriptions by cheque or diocesan portion of the DD.
12. To forward monies to MSH for subscriptions, appeals and donations to central funds.
13. To receive and possibly approve the Auditor's/Examiner's report on the accounts.
14. To bring to the Trustee Board each year the name of the Auditor/Independent Examiner in order that they may be appointed at the annual meeting.
15. After the Annual Meeting to send accounts, balance sheet to the Diocesan President who will send these together with the Diocesan President's report to the Charity Commissioners and Mary Sumner House.
16. To ensure that a copy of the Audited/Examined Annual Report, and Accounts are available for inspection by all members.
17. To act as Independent Examiner for the MUe Accounts
18. To maintain Gift Aid Records and submit Gift Aid Claims to HMRC.

J E V Appleton.

For further details contact Jeanette Appleton, Diocesan President
enquiry@muSuffolk.org.uk www.musuffolk.org.uk