

Minehead and District Choral Society – TREASURER JOB DESCRIPTION

- Pre -September**
1. Check supply of cheques and receipt books
 2. Review friends list
 3. Review bank and hmrc signatories
- September**
1. Report to committee meeting
 2. Update friends list if necessary
 3. Update authorised signatories if necessary
 4. Issue hmrc Fit & Proper form to new committee members
- October**
1. Collect subs & issue receipts for cash
 2. Liaise with Membership Secretary re: gift aid
 3. Pay conductor and accompanist expenses
 4. Complete Charity Commission Annual Return online for previous financial year. (Should receive email reminder)
- November**
1. Chase any late subs payments -liaise with membership secretary.
 2. Forward updated membership list to person organising programme
 3. Renew Making Music membership and insurance online (Should receive email reminder)
 4. Pay Alcombe PCC for use of rehearsal room
- Concert**
1. Provide floats for ticket and programme sales
 2. Pay soloists, orchestra and accompanist
 3. Pay for other miscellaneous concert expenses
 4. Collect ticket and programme money after concert
 5. Check that venue hire has been paid for
 6. Check that all Performing Rights have been paid
- January**
1. Prepare and report to committee meeting
 2. Liaise with appropriate person re: programme advertisers for coming year
 3. Collect subs from new members
- March**
1. Update membership list for concert programme if necessary
 2. Check that all advertisers have been invoiced/receipted
- Concert**
- As above**
- April**
1. Pay Alcombe PCC for use of rehearsal room
 2. Pay expense claims to committee membership
- May**
1. Prepare for committee meeting & AGM (provisional accounts)
- June**
1. After AGM submit accounts to Amherst & Shapland
 2. Submit Gift Aid schedule online.