



The role of the TREASURER at Mulberry Pre-School

Summary

The role of the treasurer is to maintain an overview of the financial affairs of the organisation, ensuring that accurate financial records and procedures are maintained.

General Duties

- Report all relevant financial matters to the Committee
- Prepare a budget for the coming year in conjunction with the Manager and Finance Administrator
- Present a finance report to the Committee at meetings
- Check and sign the monthly income and expenditure sheets and ensure they are reconciled with the bank statement
- Make decisions, in conjunction with other trustees regarding our lease (Defence Estates)
- Make decisions, in conjunction with other trustees regarding increase in pre-school fees
- Make decisions, in conjunction with other trustees, regarding increase in staff wages
- Keep up-to-date with changes in the minimum wage and national living wage
- Update Finance Policy in conjunction with Manager and Finance Administrator
- In conjunction with the Manager, Chairperson and Secretary carry out any disciplinary actions (staff)