



## Role of the Treasurer

The name of the Treasurer of a branch, section, salaried group or salaried group division, will appear on the BDA's membership database for this particular task. The treasurer is the person that the BDA will refer to regarding any financial issues for your Branch, Section, Group or Division.

You should deal solely with all monetary issues, receipt, banking and preparation of accounts in accordance with the governance issues set out in the handbook. Salaried Groups should prepare, in conjunction with your Group Management Committee (GMC), a bid for consideration by the BDA Finance Committee for the grant offered by the Association.

### Treasurer's role:

- Receive the subscriptions and other monies payable to the Branch or Salaried Group and make any payments as directed by the Council/GMC.
- Maintain accurate records of all income and expenditure both for the general purposes of the Branch/Salaried Group and for any individual restricted donations.
- Ensure the petty cash float and any other cash balances are properly secured and administered.
- Provide prompt and accurate accounts to the BDA Finance department in the case of Branch and Salaried Groups and keep copies of supporting documentation. Sections and Salaried Group Divisions should send their report to the Branch Treasurer or Group Secretary respectively, for inclusion in the finance report at the Annual General Meeting.
- Maintain an up to date list of Branch, Section, Group or Division bank accounts and inform the Finance Team at Wimpole Street and/or Branch and Section Team of any new accounts set up.
- Ensure that the Finance Director or Finance Manager are set up on the bank mandate as a cheque signatory, especially for Branch and Salaried Group accounts (these signatories are not intended to sign cheques, but are there as a safeguard should funds not be accessible for any reason).
- Prepare a Balance sheet of the finances of the Section / Branch / Salaried Group for the Annual General Meeting. Sections should submit this to the Branch Treasurer. Branches and Salaried Groups should submit this to the Branch Council / Group Management committee prior to the AGM and it should be audited / scrutinised by two members who are elected at an Annual Meeting. Once approved by the Annual Meeting the Branch / Salaried Group accounts must be submitted to the Finance Manager at BDA Headquarters. (NB. BDA grants will not be issued unless accounts are received, or AGMs held).
- The term of office is normally a minimum of three years and maximum of six years in succession (subject to BDA and Branch Council / GMC agreement).
- The Treasurer shall be ex officio a Member of Branch Council and all Committee.