



Hampshire County Youth Band Association (HCYBA)

Treasurer Role Description

Purpose

The Treasurer looks after the Association finances and advises the committee on implications of spending decisions. This includes collecting donations from band members, repaying people who have bought things for the bands.

Key Responsibilities:

- To ensure that the Association has robust and effective financial controls in place, including for:
 - Collections of money from events including collecting tins, raffle and merchandise monies
 - Tuck/refreshments petty cash/ float
 - Gift Aid declarations and claims
- To keep accurate accounts and records.
- To prepare monthly updates for the Committee and wider membership.
- To prepare annual accounts for the AGM and submission to the Charity Commission
- To oversee the production of an annual budget and propose its adoption at the AGM.
- To collect monies due/ pay out expenses.
- To keep account of all monies raised.
- To liaise with relevant committee members and/or volunteers to ensure the financial viability of the Association.