

# The Kew Society Honorary Treasurer Role Description Updated May 2018

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1. In accordance with the Kew Society Constitution, the Honorary Treasurer is one of the 3 Officers of the Society elected annually by the Kew Society membership at the Annual General Meeting. The maximum term of office is 6 years, after which she/he must stand down. After 6 years, she/he is eligible for re-election after a 1 year gap.
2. The Honorary Treasurer of the Kew Society is a Trustee of the Society and must be a member of the Society and a resident of Kew. The Treasurer keeps abreast of evolving rules and guidance for charities set out by The Charity Commission at [www.charitycommission.org.uk](http://www.charitycommission.org.uk) and the NCVO at [www.ncvo.org.uk](http://www.ncvo.org.uk) , advising the Executive Committee of any new or changed requirements requiring their attention.
3. The Honorary Treasurer can choose to maintain the accounts as s/he wishes as long as they can be easily handed on to a successor. Currently these are maintained on a set of Excel spreadsheets.
4. The Honorary Treasurer:
  - banks receipts, pays invoices and maintains the Kew Society's Cash Book;
  - liaises with the Membership Secretary to reconcile the Membership list with Membership subscriptions paid;
  - sets up and reconciles Standing Orders;
  - ensures accurate records are kept for Gift Aid purposes;
  - submits Gift Aid claim to HMRC;
  - budgets for events in liaison with the Events Sub-Committee in accordance with the events finance protocol (available at Committee Documents on the Kew Society website);
  - arranges cash floats for events;
  - ideally attends events and is responsible for cash at events or agrees with the Events Sub-Committee chair who will undertake this role;
  - prepares detailed Profit and loss statements after each event;
  - attends Executive Committee meetings and gives a financial report
  - prepares Statutory Accounts within the time required for submission;
  - liaises with the Independent Examiner for sign-off of the accounts in time for the Annual General Meeting held in October annually;
  - attends the AGM and gives a brief report to the membership;
  - submits the Society's Annual Return to the Charity Commission in a timely manner;
  - liaises with the Kew Society's Bank as necessary, including changes to Bank mandates agreed by the Executive Committee;
  - advises the Executive Committee and invests surplus funds;
  - arranges appropriate Insurance for the Society;
  - keeps track of any Kew Society property

5. The time commitment for the Honorary Treasurer includes:
- attendance at Executive Committee meetings. (These are held currently monthly except in August, and last no longer than 2 hours);
  - attendance at the AGM once a year in October and any EGMs;
  - preparation for each Executive Committee meeting, usually requiring 2 hours, including updating transactions since the last report;
  - year-end work on the accounts, including the Gift Aid return, largely concentrated in August/September;
  - banking subscriptions, largely concentrated in October/November when the bulk of the subscriptions come in;
  - answering emails sent to [treasurer@kewsociety.org](mailto:treasurer@kewsociety.org) or referring such emails to relevant Executive Committee Members for response;
  - attendance at relevant functions and meetings to which the Kew Society is invited as necessary;
  - attendance at events organised by the Kew Society from time to time.