

DUNSTABLE REP THEATRE CLUB
TREASURER - JOB DESCRIPTION

- Take possession of all funds (cheques and cash) received by the club (except bar takings).
- Bank such funds as considered prudent.
- Pay all invoices and expense claims.
- Analyse and summarise all payments made directly in to the bank account and record in the cash book.
- Analyse and summaries all payments made by debit and credit cards and record in the cash book.
- Record all income and expenditure in the cash book.
- At the financial year-end arrange for a *Balance Sheet* and *Income and Expenditure Account* to be prepared and audited.
- Act as the point of liaison between the club and the bank.
- Act as the point of liaison between the club and their insurance brokers.
- Keep the Management Committee apprised of the state of the club's finances and advise it on the efficacy of expenditure plans.
- Present a financial review of each production (i.e. prepare a production account).