

FRIENDS OF ST MARYS SOUTHAM

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www.st-marys-southam.warwickshire.sch.uk



FOSM TREASURER JOB DESCRIPTION

Banking

- Collect and count monies received from events
- Collect cheques for other donations or funds received
- Bank all monies received and record on bank deposit slips
- Record money for each event separately
- Prepare floats for events as required
- Maintain bank account signatories

Expenditure

- Track and repay FOMS members for expenditure incurred, check receipts presented and repay correct amounts
- Prepare cheques for school for agreed expenditure to be given to school
- In the case of expenditure including VAT organise with school to pay for equipment, then refund school the net amounts

Accounts

- Record all transactions of expenditure and income received onto the accounts (on excel)
- Prepare quarterly updates for the FOSM committee on status of accounts and funds available
- Reconcile accounts to the bank statements
- Keep track of grants received and expenditure on projects
- Prepare end of year accounts for the AGM
- Lodge accounts with charities commission

Records

- Upload all accounts and document copies (except receipts) to Google Drive
- Keep all receipts in a file for school year, once completed store file in FOSM cupboard at school