

Steypning Arts Treasurer Role

Being treasurer involves taking responsibility for Steypning Arts finances. Existing record keeping works very well, is straightforward and user friendly. The treasurer tracks income and expenditure throughout the year - and into which categories that money fits – membership, art trail etc. familiarity with an excel spreadsheet and an interest in some simple numbers are what you need for this role. Most of the activity takes place between January to March with occasional through the year.

Full role description

Task	What it involves	When
Responsible for all finances	Keeping a record of income and expenditure throughout the year - and into which categories that money fits – membership, art trail etc. Paying in cheques and paying out expenses. Keeping a spreadsheet so that current status can be seen at any time. Preparing a Statement of Accounts for the AGM in January each year. Having access to the Steypning Arts bank account.	Mostly Jan-Mar a little bit during May / June Mostly Jan-Mar a little bit during May / June
Checking Steypning Arts email account	Act upon messages pertinent to finances	Ongoing, occasional
Checking payments from members is up to date	Access the current membership, art trail participants and Christmas event participants. Cross check who has signed up for these events and whether or not payment has been received. There are often discrepancies here. A short email receipt is sent upon payment. A record is kept of who, amount, when and what for regarding payment and any refunds paid (for cancellations or change of heart.) The same applies for any expenses paid.	Jan / Feb for Art trail Oct / Nov for Christmas event
Produce an annual statement of accounts	With records being kept via spreadsheets throughout the year the production of the Statement of Accounts at Year End is relatively straightforward.	January (AGM)