

The Treasurer must be a Member of the Society, and, as a member of the F&P Committee (ex officio) will be a Trustee of the Area Meeting(AM).

The role of Treasurer is fully described in the *Treasurers' handbook, Edition 4.01, February 2013* (supplied by Friends House), supplemented by the *ACAT¹ Handbook*. In this AM, the job of encouraging and processing donations by Friends is shared with the Collector (RD1.2.5), and handling the day-to-day financial business of the AM (and its constituent Local Meetings(LMs)) is shared with the bookkeeper; the Treasurer's particular responsibilities as relating to the F&P Committee and local meetings are:

1. to report to the Committee at each meeting on balances held; *[in practice, this is a report on financial affairs generally, and at some meetings the balances are not explicitly shown to trustees]*
2. to bring to the attention of the Committee any finance matters which are non-routine;
3. to present a draft of the annual report and accounts to the Committee each year for its consideration, before presentation to the AM;
4. to prepare forecasts of income and expenditure;
5. to assess the financial reserves of the AM and its constituent LMs, and to propose adjustments when these do not fall within Charity Commission guidelines;
6. to liaise with local meeting Treasurers and assist them when required;
7. to advise on allocation of schedule funds;
8. to monitor and manage AM bank accounts;
9. to arrange insurance for the AM, Local Meetings (LM), and Meeting Houses;
10. to ensure each Meeting House receives a current Employer's Liability Certificate;
11. to arrange for periodic property valuations for insurance purposes;
12. to deal with all matters relating to the payment of employees, including tax, national insurance, and pensions (both state and private).

It is expected that the Treasurer will be a signatory, and Internet banking authoriser, on all AM bank accounts.

¹ Association of Church Accountants and Treasurers. Britain Yearly Meeting has paid for ACAT membership for all meeting treasurers. Member services including access to the online version of the handbook can be accessed at www.acat.uk.com. All meeting treasurers should have received login details.

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