Treasurer

**On A Daily Basis**

* Record all payments and receipts from the Societies Current Bank Account.
* Regularly reconcile to bank statements and monitor balances.
* Arrange transfers to or from Business Premium Account ensuring Current Account always has sufficient funds for present requirement.
* Keep updated an analysis by Show or General Account of all daily movements and reconcile to Cash Analysis Book.

**Together With Finance Committee** produce show budgets.

* Check that team in question keep within constraints of their budget.

**Show Week And Post**

* Provide any necessary floats.
* Pay on a timely basis all accounts received.
* Reconcile all monies received. Check and record paying in.
* Agree settlement of accounts received from Everyman or Playhouse. If necessary provide Royalty detail and settle.
* Produce interim Profit and Loss Accounts as soon as possible after show week.

**Prior To Year End**

* Settle as many accounts as possible and collect all monies owing.

**On Receipt Of Year End Bank Statements** reconcile Cash Book & note any unpresented cheques.

* Produce a reconciliation to the Bank Accounts.
* Complete Analysis Book and reconcile with Cash Book. List any Debtors and Creditors.
* Produce Accounts and Balance Sheet detail in the required format for the Accountants.
* Provide supporting paperwork for all entries made during the year and cross reference to the Analysis Book.

**On Receipt Of Prepared Accounts**

* Check all entries and ensure the analysis has been correctly stated.
* Obtain Chairman's signature and arrange copying for mailing to members.
* Liaise with Accountants on any problems or questions that may arise.

**Prepare Annual Report For AGM**

* Ensure sufficient back up is available to answer any questions that may arise.

**On Receipt Of Annual Tax Return** (prepared by the Accountants)

* Check back to published accounts. Sign and return to Accountants, settle any balance with Inland Revenue when requested.

**Attend Committee Meetings And Regularly Make An Appearance At Rehearsals.**