

RVR Treasurer – information (overview)

The Treasurer is a member of RVR'S core team

... Chair (Margaret Brearly), Deputy Chair (Jay Sharma), Secretary (Jaqueline St. Quinton), Newsletter Editor (Euan McMaster), Webmaster (Rosamund Eele), Membership Secretary (Alistair Holmes), Clive Lees (advisor)

Santander Business Account

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RVR Treasurer ...

It's necessary to keep clear and comprehensive financial records
(a background in accounts may be useful but not essential)

MANAGE FINANCES (Santander Business Account)

Maintain monthly accounts (record all transactions)

INCOME

- a) reconcile Santander monthly statements
 - **record members' subs payments**
- b) we are encouraging members to pay subs via RVR Santander account but not all are able to do this...
 - Road Reps will collect cash subs as necessary & either give the cash to Treasurer or bank the ££ & notify the Treasurer
 - **record members' subs payments**

EXPENDITURE

Manage ad-hoc expenses / invoices as appropriate

Printing
Social events
Bi-monthly meetings (currently take place at Shortlands Golf Club)
Donations (as decided by RVR committee)
Access Insurance (annual - next due: Nov.26)

ADDITIONAL ROLES include:

- liaising with & booking meetings venue (currently at Shortlands Golf Club)
- advising committee on current finances
- delivering Treasurer's Report to bi-monthly Members' Meetings
- compile annual 'end-of-year' accounts in conjunction with auditor