**Sutton Music Festival**

**Treasurer**

The Treasurer is one of the key officers of the Festival, and is a member of its Executive Committee. The Treasurer is directly responsible and accountable for its financial activities, has strategic ownership of Festival expenditure and income, prepares budgets and financial targets, and advises on the implications of spending decisions. The Treasurer manages the Festival’s finances and its bank accounts.

*The following are the summary of tasks that the Treasurer undertakes*

1. To prepare an Annual Budget and update regularly for the Committee meetings

2. Prepare the Annual Account to be audited for the AGM and for Charity Commissioners in April every year

3. Maintain/Update Bookkeeping Records of Festival’s income and expenditure in an Excel workbook.

4. Maintain two Bank Accounts for Festival activities.

5. Maintain and oversee the PayPal Account (linked to the computerised system for participants to enter the Festival) and keep tight control of entry fee payment

6. Update the Festivals details on the Charity Commissioners’ website

7. Prepare and submit applications for sponsorship bodies

8. Liaise with other Festival Officials to maintain the festival income/expenditure throughout the year

9. Prepare and Maintain the cash float and cash/voucher prizes during the Festival at the venue

*Skills required*

The Treasurer must:

* Be capable of handling figures
* Have proficiency with spreadsheets
* Have experience of internet banking

An accountancy background is not required, but the Treasurer must have experience of handling budgets and finances.

*Timing*

Entry fee control will be essential from the time RMF is open to receive entries and especially during September. Availability to attend at the Festival in November (to deliver floats etc.) is desirable, although, in consultation with the Organiser, it may be possible to make alternative arrangements. The AGM takes place towards the end of April.