Job Description

FOBS Treasurer

- Monthly reporting to FOBS meeting on events since last meeting, spend, commitments, available funds.
- Ordering & preparing cash floats for events
- Monitoring & controlling bank accounts & paypal account
- Event profits by stall
- Payments of invoices & expenses
- Annual reporting to Charity Commission
- Download & reconciliation of PTA events reports to Paypal account (for event profit calculation)
- Stock control – including count, monitoring levels, recording values, reporting on usage at events.
- Counting (with Vice Treasurer) of cash receipts at events
- Update of information held by Charity Commission