

HGTA

HUNTINGDON AND GODMANCHESTER TWINNING ASSOCIATION

TREASURER'S TERMS OF REFERENCE – prepared 8th January 2021

Core tasks

1. Act as principal point of contact for all financial matters within HGTA, and between HGTA and its bank.
2. Make payment to suppliers or reimburse members for expenses properly incurred, using online banking, debit card, cheque or cash as appropriate.
3. Maintain records of income and expenditure, and report to periodic committee/members' meetings and the Annual General Meeting.
4. Maintain a rolling 5-year budget.

Job Description:

1. Financial matters
 - 1.1. Ensure a level of financial propriety appropriate to the size and nature of HGTA.
 - 1.2. Ensure Bank arrangements reflect current HGTA needs. Monitor bank accounts and, with Committee approval, open/close accounts if/when appropriate. Arrange to update mandates when signatories change.
 - 1.3. Receive and manage statements and other correspondence from Bank.
 - 1.4. Liaise with Membership Secretary. Periodically, provide names of those who have paid subscriptions online; collect cheques/cash and process through accounts.
 - 1.5. For all social or fundraising events: provide cash floats on the day, collect and count takings, pay cheques and surplus cash to bank.
 - 1.6. Liaise with Huntingdon Town Council regarding annual payment to HGTA under Service Level Agreement, and with Godmanchester Town Council regarding possible grants for specific events with a Godmanchester connection.
 - 1.7. Apply to Huntingdon Freeman's Trust, and possibly other charitable organisations, for grants towards specific Huntingdon events.
 - 1.8. Renew Public Liability Insurance each year.
 - 1.9. For HGTA trips overseas, or HGTA-organised events in UK, agree with trip/event manager how costs/income will be managed, and provide financial support as needed.
2. Payments
 - 2.1. Process:
 - 2.1.1. Cheque payments: get cheque countersigned before issue. Mandates for our bank accounts require cheques to be signed by any 2 out of 3 nominated people - Chairman, Treasurer and Secretary.
 - 2.1.2. Online banking: this is a single-signatory process. As agreed previously, all significant transactions should either be agreed in Committee beforehand or else reported to the next Committee meeting.
 - 2.1.3. Debit cards: banks issue these to nominated individuals, not to the organisation as a whole. At present, Treasurer holds only cards for HGTA. As with online banking, significant transactions should be authorised by or reported to the Committee.
 - 2.1.4. Foreign currency payments: a variation on online banking. It has been agreed, generally for costs associated with group trips to one of the Twin Towns, that the Treasurer should use XE.com as the exchange rates have been much better than Lloyds Bank, and unlike the bank they do not charge an additional service fee.
 - 2.1.5. Cash: use cash (sterling/foreign) as and when appropriate.
 - 2.2. Typical payments include:
 - 2.2.1. Catering suppliers for social functions.

- 2.2.2. Reimbursement against receipts to: Social Secretary for bar stock and other purchases for functions; Secretary and Membership Secretary for stationery, postage etc; and other members who have incurred agreed expenses (eg in connection with the website hosting and domain name).
- 2.2.3. Service suppliers for particular events, eg coach companies, printing and publicity materials, and so on.
- 2.2.4. Costs involved with group trips to Twin Towns, as agreed with trip leader.
- 2.3. Air travel:
 - 2.3.1. In accordance with SLA with Huntingdon Town Council, book and pay for Mayor's travel expenses when visiting any of the Twin Towns, and arrange boarding pass.
 - 2.3.1.1. By extension and as a courtesy, include Mayor's Consort in the booking if they are also attending; the Mayor will reimburse this.
 - 2.3.1.2. If requested, make similar arrangements for the Mayor of Godmanchester and Consort, and invoice full cost to Godmanchester Town Council.
 - 2.3.2. For annual Youth Festival, liaise with Hinchingsbrooke and St Peter's Schools; obtain names and passport details of participating students and accompanying teachers (maintaining appropriate data protection); book and pay for outward and return flights; print outward and return boarding passes and deliver to school; if school transport is not available, book and pay for minibus or coach transport to and from UK airport.
- 3. Records
 - 3.1. Maintain records of income and expenditure, supported by receipts for all expenditure. (Records are maintained on computer with double back-up.)
 - 3.2. Cross-check records against bank statements (quarterly) or more frequently against online bank records if required.
 - 3.3. Provide a summary and report for each Committee/members' meeting.
 - 3.4. At the end of the Financial Year (31st March) pull together the end of year report; liaise with appointed Independent Financial Examiner to have accounts signed off; provide a Treasurer's Report at the AGM.
- 4. Budget
 - 4.1. Update the 5-year budget at the beginning of each Financial Year, and during the course of the year if there are substantial changes. (HGTA expenditure can vary significantly each year depending on who is hosting the annual Youth Festival: the budget is intended to reflect that, and to take a longer-term view of contingent expenditure.)