



Role of the Treasurer

The Treasurer's name will be recorded in the BDA membership database as the designated contact for financial matters relating to the Branch, Section, Group or Division. The Treasurer is the primary point of contact for the BDA on all financial matters concerning their Branch, Section, Group or Division.

The Treasurer is responsible for overseeing financial transactions, including the receipt, banking and administration of funds, and for preparing accounts.

For Salaried Groups, the Treasurer should work with the Group Management Committee (GMC) to prepare a funding bid for consideration by the BDA Finance Committee.

The role of Treasurer may be divided between two members of the committee if required, eg: by having an Assistant Treasurer.

Treasurer's responsibilities

- Receive monies payable to the Branch, Section or Salaried Group, and make payments for events organised
- Maintain accurate records of all income and expenditure, including any donations
- Ensure that petty cash and any other cash balances are securely held and properly administered
- Maintain an up-to-date record of any bank accounts held by the local area, and notify the Finance Team and Local Services Team of any changes to signatories
- Ensure the Finance Director or Finance Manager is included as a signatory on bank mandates for any locally held accounts. These signatories are not intended to authorise transactions but provide a safeguard should access to funds be restricted for any reason
- Prepare a balance sheet and financial report for presentation at the Annual General Meeting (AGM)
- Provide these financial reports to the BDA Finance Department when requested

Please note: BDA grants cannot be paid until the required accounts have been submitted to the BDA Finance Department and the AGM has been held.

The term of office is normally a maximum of six consecutive years, subject to the agreement of both the BDA and the committee.