

Duties of Choir Treasurer

- Manage membership fee payments at the beginning of each term: liaise with the membership secretary for an up-to date register, check bank statements for fee payments and reconcile with the register.
- Chase choir members who have not paid their fee (from week 3 or 4 of each term)
- Promptly pay invoices and receipts received keeping copies of the invoices and receipts to allow accounts to be checked (audited) at the end of the year.
- Keep accurate and up-to-date records of transactions
- Provide the choir committee with accurate ad-hoc information based on transaction records. For example, the value of music purchased this year.
- Perform a monthly bank reconciliation to spot errors in payments/receipts
- Support committee members to access payment facilities (bank card for librarians and any other committee members who make regular payments)
- Prepare an annual forecast (for the first September committee meeting)
- Prepare a profit & loss statement after each concert.
- Prepare and end of year financial statement and report to the choir members as part of the Annual General Meeting
- Arrange (if possible) for the annual accounts to be checked by an independent member of the choir (or other). Facilitate this by providing access to bank statements and invoices.
- Maintain accurate information (number of concerts, concert sales and number of people attending) that will support calculating the payment to the Performing Rights Society (PRS)
- Make an annual payment to Making Music (also based on annual information)
- Manage choir assets (carol books, choir folders and liaise with the website manager to update our online music catalogue for music scores and learning tracks purchased each term)