

## 5. TREASURER

revised March 2011

**The Treasurer is a member of the Secretariat and gives a verbal report on the financial state of affairs at each meeting. The task of the treasurer is to deal with all financial affairs of Lincoln Diocesan Cursillo, as follows:**

1. Take charge of all money received (cash or cheques) and pay it into the bank account as soon as possible. Money comes to Lincoln Diocesan Cursillo from various sources:
  - Bankers orders from Cursillistas
  - Income relating to Cursillo weekends
  - Collections at Ultreyas
  - Tax relief on planned giving
  - Other miscellaneous sources

Funds are deposited with Lloyds Bank, Treasurer's account 0986659, Lincoln Diocesan Cursillo. Monthly statements are sent.

The Treasurer may open and maintain a bank account, subject to the agreement of the Secretariat. Any such account should require 2 of any 3 signatories, to be decided by the Secretariat.

2. Encourage Cursillistas to donate regularly to Lincoln Diocesan Cursillo, ideally by Bankers Order, and if possible to gift aid such donations. This may be done verbally at Ultreyas and other meetings, and in writing through the Imp-sheet. Make all arrangements concerning planned giving and gift aid claims.
3. Maintain a book-keeping system to record all receipts and payments.

Cheques should only be drawn against specific invoices, even though some invoices may only be handwritten notes of expenses.

4. Annual accounts are produced by the Treasurer as soon as possible after the financial year-end on 31<sup>st</sup> December. The accounts should be audited and presented to the Annual General meeting.

*Accounting records and annual accounts to be kept for at least the last six completed years.*

*The Diocesan Secretary completes the Charity Commissioners forms as soon as possible following the AGM.*