



BMS GENERAL MANAGEMENT COMMITTEE

Honorary Treasurer

The function of the Honorary Treasurer is primarily to maintain the company accounts and maintain accurate records of the Society's finances.

- Advise the management committee of the financial state of the company at monthly committee meetings.
- Provide the membership with a copy of the annual accounts and advise of the financial state of the company at the AGM.
- Liaise with the Chairperson in setting and monitoring a budget for each production, to be approved by the committee.
- Reimburse members for personal expenses.
- Issue invoices and collect payment for programme advertisements & sponsorship.
- Collect and issue receipts for annual subscriptions and for patron's contributions.
- Pay external suppliers on presentation of invoices.
- Provide cash payment as necessary
- Bank all income.
- To hold petty cash and the cheque book
- Issue receipts for all funds – including subscriptions - paid into the society account. They shall also record in a logbook all funds entered into the society account.
- Present a written report to the outgoing and newly elected committee at the end of each society year.
- Liaise with insurance company to organise and update (when required) the insurance for the society. Deal with any insurance claims as and when they arise, including personal injury claims.

Note: The Treasurer shall be a signatory on the society's bank account. Cheques drawn from the society's bank account must be signed by the treasurer and countersigned by either the chair person or social secretary.