



Registered Charity 1125679
Registered Company: 6599429

Treasurer Role Description

Role of the Treasurer to the Board.

To maintain effective governance of the organisations financial affairs, ensuring its financial viability and that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained. To assist and advise in the formation of the Charity's budgets with particular regard to ensuring that the Charity has the resources to deliver the agreed strategy.

Financial.

- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
- To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
- To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation
- To work in close partnership with the Director of Finance in executing their responsibilities and achieving their goals especially in relation to the appointment of auditors and the tri-annual review of the pension provider
- To recommend to the Board an appropriate reserves policy and monitor the performance of any agreed investments

Governance

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with financial legislation
- To ensure that all financial policies, procedures are reviewed on a regular basis
- To ensure that the Board's scheme of delegation is reviewed on a regular basis
- To act as Chair of any agreed Finance or Audit sub-committees of the Board
- To assist the Vice Chair in the annual appraisal of the Chair, having consulted with other trustees and executives of the Charity

Specific Guidance/Knowledge Useful for Treasurers of SWAN:

1. Each quarter of the year the Finance Director produces the following:
 - Management Accounts
 - Balance Sheet
 - Cash Flow Statement
 - Statement of Swan's Reserves

The financial year runs from April 1st to end of March 31st

The balance sheet, cash flow and reserves statements are fairly easy to understand. However it is essential that you understand the business model of a charitable trust which is dependent on winning Local Government contracts for its funding. and the information required for this is in the Management Accounts section.

2. Management Accounts

The relative performance of the current individual contracts are in this section. The performance of each contract, and the differences between Budget and Actual can be compared.

It is important to understand the difference between direct costs, essentially the staff/advocate costs and overheads known as the 'Core' costs. 'Core' costs are allocated to all contracts but not necessarily in an equal way.

By understanding this you will be able to understand the role of contribution costing and its potential for being competitive in the contract tendering process.

3. Revenue:

There is a distinction between 'Base Contract' revenue and 'Spot Purchase' revenue. Spot Purchase work is often covered by 'seasonal' advocates unless there is spare capacity within our employed advocates.

4. Reserves:

There are two types of reserves:

- Restricted - reserves which cannot be used for any other purpose than stated in a contract.
- Unrestricted - when the charity is able to use the reserves as it chooses, but within the terms of the Articles and Memorandum of Association which is the legal document defining the charity and its purpose.

5. A word of advice from the outgoing treasurer:

Work closely with the Finance Director. Make a point of studying the quarterly accounts well before board meetings and raise any issues before the meeting. It will save time and leave the Board to concentrate on more strategic matters.