



## SMA Treasurer

Main purpose of the role

The treasurer controls the SMA funds in line with the Committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manage the day to day finances of the SMA
- Keep and reconcile a detailed record of the SMA's financial activity
- Report on the finances at meetings in a clear, concise way
- Manages electronic / online payment systems
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return
- Provide information to auditors for annual audit
- Sends funds to the school bank account in line with the committee funding decisions.

At the AGM

- Prepares the Financial Report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical