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|  **JOB DESCRIPTION - MSIG TREASURER** |  |  |  |  |
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|  | **The treasurer (MSIG Treasurer) should keep adequate, simple records which will be open to inspection. The financial records are kept on excel worksheets and the treasurer should have basic knowledge and/or experience in using excel.** |
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|  | **The treasurer should attend Committee and Assembly meetings held every 3 months and attend SE Region workshops twice annually.** |
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|  | **The treasurer makes online payments for expenditure approved by MSIG officers at Assembly. All expenditure must be backed by an invoice or other form of documentation for audit and accounting purposes before payment is made.** |
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|  | **An officer may pay the supplier or provider of services direct once approved as above and will be reimbursed by the treasurer on receipt of invoice or other proof of payment. This is generally the method used for literature purchased from GSO, York.** |
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|  | **An itemised excel worksheet of all group contributions and other receipts for the year to date, with an itemised list of payments, is sent out as an attachment to the Agenda or Minutes for each quarterly Assembly meeting. Apart from being accountable to GSRs for all income and expenditure in this way, it specifically enables groups, via their GSR, to verify that any contributions made by the Group have been received and have been properly accounted for.** |
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|  | **The excel worksheets' totals of receipts and payments, and the month end bank balance, should be checked and reconciled to the MSIG bank account totals at month end.** |
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|  | **Prior to each scheduled Assembly meeting, the treasurer should prepare a budget for expenditure for the 3 months ahead to determine surplus funds to send as a contribution to SE Region. A proposal for the amount to be sent to Region will be submitted to Assembly for approval.** |
|  | **The treasurer should respond to queries from groups requesting assistance/ advice regarding their banking arrangements or other matters.** |
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|  | **The treasurer should liaise with the Convention Convenor and Convention Treasurer re finance requirements (annual)** |
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|  | **Gratitude Week contributions should be separately identified and the total amount remitted directly to GSO in York.** |
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|  | **The treasurer will prepare annual accounts from the excel worksheets.** |  |
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|  | **The annual accounts should be subject to independent audit and inspection and will be submitted to Assembly in December.** |
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|  | **The treasurer will keep on file bank statements, invoices and other documentation required for audit inspection.** |
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