



**TERMS OF REFERENCE FOR**  
**WARKWORTH DRAMA GROUP TREASURER**

As Treasurer of the Warkworth Drama Group, you are responsible for the following:

**1. General**

- a. Managing all income and expenditure arising from the Group's activities.
- b. Ensuring that funds are utilised effectively, proper records of all transactions are maintained and a sound financial basis for the Group's activities is preserved.
- c. Producing annual accounts at the end of each financial year (December 31), and submitting them, with all supporting records, for review by an independent examiner who is not a member of the Group.
- d. Following this review, presenting an annual financial report to the Drama Group AGM.

**2. Banking**

- a. Ensuring the Bank has your contact details, and acting as point of contact for correspondence from the bank.
- b. Ensuring that the necessary bank mandate forms are completed for all signatories and passed to the bank.
- c. Managing the transfer of funds between the Current account and Reserve account as appropriate, to ensure day-to-day expenditure is met, whilst maximising interest on any excess funds.

**3. Management of Funds**

- a. Providing forms to allow accurate recording of monies in and out.
- b. On receiving money, checking the total on the "Monies Received" form is correct, signing and dating the form to record receipt, and paying the funds into the bank.
- c. Reimbursing expenses on receiving an "Expenses Claim" form with accompanying receipts (or with justification for their absence).  
N.B. "Expenses Claim" forms must be countersigned by the Director, if for a production, or by a Committee member in other cases.

d. Where an order is placed for goods or services from a third party (e.g. printing), on receipt of the invoice from the supplier with a completed and countersigned "Request for Payment" form, sending payment directly to the supplier.

e. Liaising with the Director to ascertain the hours that each rehearsal and performance venue has been used for, and paying the owner at the appropriate rate.

#### 4. **Administration**

a. Maintaining records of all transactions involving Group funds.

b. Agreeing a budget at the outset of each production with the Director.

c. Producing a "Final Account" after a production, to show actual income and expense.

d. Paying recurring costs, such as Insurance, PPL licence and website fees.

e. Ensuring your contact details are kept up-to-date with organisations such as Paypal, PPL etc.

Chairperson, Warkworth Drama Group

I certify that I have read and understood the TORs described above.

Signature:

Name and initials:  
(in block capitals)

Date: