Woodbury Community Hall
Woodbury Lane
Axminster
Devon, EX13 5TL

Role and responsibilities of Treasurer at Woodbury Community Hall

Email: treasurer@woodburycommunityhall.co.uk

Role: Overall responsibility for managing Woodbury Community Hall's finances

This is an essential role within the committee and the incumbent is required to be a trustee of Woodbury Community Hall as registered with the Charity Commission. The role is entirely voluntary and no remuneration, pay or travel expenses are offered.

Owner: Karen Churchill

Responsibilities:

1. A trustee of Woodbury Community Hall.
2. Present a report of annual accounts at the AGM and report of the Hall's finances at committee meetings.
3. Arrange for the hall's accounts to be audited.
4. Collect and bank coins from electricity meters.
5. Manage Bankline account
6. Review Hall insurance annually.
7. Update trustees to Charity Commission
8. Submit Charity Commission annual return
9. Instigate payment of invoices. Cleaner monthly, others as and when.
10. Reimburse any expenses incurred by committee members.