

Friends of Baby Loss NZ Volunteer Position Description



Position Description for: Treasurer

Responsible to: Baby Loss NZ Manager

Budgets and cashflow

- Prepare the annual budget for approval by the management committee before the beginning of the new financial year.
- Prepare budgets for specific projects and for fundraising.
- If funding is paid in arrears or is tight, prepare a cashflow projection for the committee.
- Financial reporting
- Prepare management accounts, comparing actual income and expenditure against what was budgeted and showing the variance (difference) between the two.
- Prepare draft annual accounts for submission to the auditor/independent examiner.
- Present the audited accounts/independent examination to the AGM.

Book-keeping, bills and banking

- Act as one of the cheque signatories.
- Maintain a book-keeping system. Ensure regular and accurate bank reconciliations take place.
- Maintain a corresponding record keeping system with a file for unpaid bills and a file for paid bills with a cheque requisition slip attached to each bill. Petty cash vouchers and expense forms should also be filed systematically.
- Ensure that all bills are paid and that all income due is received.

Payroll

- If Baby Loss NZ employs staff, ensure that Inland Revenue regulations are complied with and that all returns are made on time so that fines are avoided.
- Ensure that the committee is fully aware of all issues relating to employing staff or engaging freelancers.

Annual returns

- Ensure that the annual return is made to the Charity Commission (ten months after the end of the financial year).

Audit/Independent examination

- Ensure that Baby Loss NZ has an auditor or independent examiner appropriate to its turnover, constitution and funder requirements.
- If Baby Loss NZ receives a management letter ensure that its contents are noted by the committee and appropriate action is taken.

Financial Friends of Baby Loss NZ

- Keep track separately of the financial friends scheme payments and present bi-monthly.
- Compare bi-monthly report to the database and inform in the report any new friends or friends who have stopped