

Treasurer

Congratulations on being elected Treasurer of your group!

The Treasurer role focusses on the finances of the group – an area which can vary hugely in size depending on your group's annual turnover and your various income and expenditure streams. The Treasurer's tasks, however large or small the group, remain the same – falling roughly into the following categories – administering transactions, monitoring and reporting.

First it can be helpful to think about what makes a good Treasurer and committee member, outside the individual duties. We can do this by looking at the 7 Principles of Public Life, which are the basic ethical standards expected of public office holders –

Selflessness

- As a committee member you should act solely in terms of the interest of your members; they make up your group, and their experience defines you and sets your direction
- Set the standard of behaviour and try to be a good role model, your members may look up to you

Openness and Honesty

- You and your committee should never engage in activity or practices that you wouldn't be happy to explain to your members
- Your members should be able to trust you, and trust that you are putting every effort into making sure they have the best membership experience possible from engaging in your group

Integrity and Accountability

- Steer clear of situations which may challenge your integrity and your commitment to the best interest of your members
- This could include financial benefit or any kind of preferential treatment
- Remember that your members have every right to scrutinise everything you do and hold you accountable for decisions - act accordingly!
- As Treasurer you will be responsible for accurate financial reports which are circulated at your AGM.

Leadership and Objectivity

- Take direction from the President but remember committee work is a team effort
- Keep in mind the importance of everyone sticking to these values
- Celebrate success!
- Recognise your key role in keeping the group's finances in order and accurately laying out income and expenditure for scrutiny
- Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

Treasurer Responsibilities

Administer the group's finances

It is the Treasurer's responsibility to oversee and manage the group's income and expenditure, including sponsorship, donations, fundraising, membership, grants, claims, invoices and subscriptions.

Ensure all members (including committee!) have paid their membership and are registered on Unioncloud - Bristol SU's membership database

When members sign up to the group online, they are automatically added to your database on Unioncloud – Bristol SU's membership software. Committee members are also required to pay membership, as, by the laws Bristol SU abides by as a charity, no member can benefit financially from the organisation. This includes not paying membership.

Monitoring and Reporting

Your internal account will have 'statements' available on request, however it is good practice to keep your own records. This will enable you to double-check against your internal statements, and will be a more comprehensive record to circulate at your AGM.

Although the whole committee is responsible for setting the annual budget of your group, the Treasurer should focus the committee on sticking to it throughout the year.

Produce and submit grant and funding requests

There are funds available to apply for from both Bristol SU and the Alumni Foundation at Bristol University, as well as multiple external funding opportunities. The Treasurer (with help from the committee) is responsible for producing and submitting applications for funding.

Present the group accounts at the AGM and ensure copies are made available to all members

At the Annual General Meeting (AGM) of your group, your members will be invited to scrutinise the activity of the committee, including the finances of the group. For this purpose, the Treasurer should produce group accounts, including summaries of income and expenditure, ready to be presented at the AGM.

Provide audited financial records for external accounts to Bristol SU

If your group has an external account, please contact bristolsu@bristol.ac.uk to talk to a member of staff about the information you are required to submit.

Ensure any loan is repaid to Bristol SU on time

If you know your group is repaying a loan, please contact bristolsu@bristol.ac.uk to talk to a member of staff about your repayment options.

A signatory on claim forms

Only the President and Treasurer are able to sign authorise expense claims or invoices, including those on the Expense 365 App.

**For more detail on financial administration, see “The Treasurer’s Guide”
For further questions and support, contact bristolsu-development@bristol.ac.uk**