

LNHS TREASURER

A Senior officer and trustee of the Society, a registered charity (currently c1,000 members)

Signatory and principal correspondent on all LHNS bank and investment accounts, currently:

NatWest current and business reserve bank accounts

CCLA COIF Charities Deposit Fund

CCLA CIOF Fixed Interest Fund

(Total current value £356,000)

2022/2023 annual income £61K (including a bequest of £26K), expenditure £60K (of which £20K represented investment of bequest money)

Payment of invoices etc (approx. 55 cheques, 15 Standing Orders/Direct Debits per year) Current mandate permits single signature on cheques <£1,000, double signature above that amount - 12 instances last year)

Recording receipts and payments (currently in spreadsheets)

Liaison with Assistant Treasurer re subscriptions and donations received

Trustee and member of Council (3-4 meetings per year) and Admin & Finance Committee (4-5 meetings per year). All currently via Zoom. Provide info on overall financial position and headline issues. Finance information/research as required, to support decision-making

Ex-officio member of Library Committee (2 per year), Publications Committee (1 or 2 per year) and all Section Committees (Ecology & Entomology, Botany and London Bird Club, Hampstead Heath survey) (though not expected to attend latter group)

Liaison with Section Treasurers re their bids for finance to cover expenses

Submission of annual Gift Aid claim to HMRC, with data provided by Assistant Treasurer

Monthly forwarding duplicate bank statements plus receipts and payments info to Chairman, Admin & Finance Committee for independent scrutiny

Once or twice in-year forward invoices file to Chairman, Admin & Finance Committee for independent scrutiny

Exchange back-up memory sticks of data/files with Assistant Treasurer from time to time

Commissioning or preparing annual receipts and payments accounts, and submission to independent examiner (currently all done professionally by Hentons, Hertford)

Presentation of annual accounts to Council (Trustees) and AGM

Review or consider the Society's financial policies and arrangements, and propose changes as appropriate to Admin & Finance Committee and Council

Arranging insurance cover and annual renewals

Occasional correspondence with executors about legacies to the Society

nb A printer/copier/scanner is pretty well essential, and could be provided at LNHS expense if not already owned