

Friends of Selsdon Wood - April 2022

Role of the Treasurer and Membership Secretary

Notes

In December 2021 there were 200 Members of Friends of Selsdon Wood.

Membership is £5 per annum but many members also send a donation.

The majority of members pay by Standing Order or Direct Debit.

Cash and Cheques are paid in either at Barclays Bank or at the Post Office

Reporting

Prepare a monthly financial report for the Committee – currently on Word

Update and circulate Membership List (monthly) – currently held on Excel

Prepare Annual Financial report for AGM – currently held on Word and Excel

Finance

Online Banking (Barclays) – Paper Statements are received monthly

Pay invoices: Reimburse individuals for items purchased – via BACs or Cheques

Apply for Grants e.g. Croydon Council Conservation Fund

Claim Gift Aid from HMRC

Annual Accounts prepared for AGM (March) – currently on Excel

Organise annual Public Liability Insurance and Tools Insurance with Zurich Insurance

Meetings

Present Annual Accounts at AGM

Attend bi-monthly Committee Meetings (where possible)

Meet with Scrutineer to check accuracy of Annual Accounts