

## ***Christian Aid Cheltenham Needs You***

Christian Aid Cheltenham needs the help of the local community in finding a new treasurer, as Howard Bartlett is stepping down. Howard has been more than just a treasurer over the past six years; we have been blessed with his wise insights and advice throughout his tenure, and we should all thank him for his commitment and time.

Howard has given a summary of duties and commitment required for anyone taking up the role, which are listed below. This is a volunteer role.

### **Duties of The Treasurer 2023**

**Generally:** Record notified donations and send thank you note.

**Christian Aid Week:** Receive, count, record, and bank donations. Set up and record online donations. Complete Christian Aid return form.

**Autumn Fair:** Attend Autumn Fair and provide floats for some stalls. Take cashless payments. Collect, count, record, and bank takings.

**Carol Singing:** Receive, count, record, and bank donations. Record donations collected by others.

**Other Events:** Record donations for any other events.

**Gift Aid:** Record Gift Aid on donations. Notify Christian Aid of Gift Aid when making payments and send declarations (to free-post address).

**Payments:** Make payments online to Christian Aid and email notification of payments. Payments are generally made after major events (Christian Aid Week, Autumn Fair and Carol Singing); when reasonable amounts of donations have been received (say £300- £500); towards the end of December to leave a small balance at year end.

**Reports:** For major events prepare summary of donations/takings and give comparison with previous years for the committee.

**Meetings:** Attend Committee Meetings and AGM and provide financial reports. There are three or four committee meetings per year, some of which are on zoom and some in person.

**Accounts:** Account year end is 31 December. Keep record of transactions throughout the year. Prepare accounts in January and submit to the Independent Examiner with supporting documents for approval. Send a copy of the approved accounts to the committee.

If you, or you know of anyone who would be prepared to commit to approximately **FOUR TO SIX WEEKS** of bookkeeping over a year, please [contact us](#). You will be welcomed with open arms!