



THE OFFICE OF REGIONAL AND BRANCH TREASURER

ROLE

The Regional and Branch Treasurer is responsible for ensuring that all financial transactions are:

- a. within their approved budget
- b. covered by clause 3 of the Memorandum of Association
- c. within official standing Procedures and maximum limits
- d. wherever relevant, authorised by committee concerned.

MAIN DUTIES AND RESPONSIBILITIES

- To keep their committees fully informed of the true state of their finances using the monthly statement of Income & Expenditure and Reserves provided by Head Office.
- Prepare and deliver a written summary of income and expenditure to all members attending or entitled to attend Region and Branch Annual General Meetings.
- To ensure the Region or Branch financial affairs are run in accordance with the Financial Procedures for the Federation of Small Businesses.
- To comply with Head Office financial procedures.
- To prepare an annual budget in accordance with Treasury Committee guidelines.