**Treasurer**

To ensure the Band’s financial affairs are in good order and advise the committee on all financial matters, including but not limited to:-

* Maintaining the accounts and other financial records;
* Prepare and present the end of year accounts at the Annual General Meeting;
* Ensure accounts are audited for the Annual General Meeting;
* Planning, monitoring and reviewing an annual budget for the Band;
* Providing a written statement to the Committee each month showing the current balances in bank accounts, petty cash held, status against the annual budget with cash flow forecasted for the remainder of the year;
* Providing advice to the committee on financial matters;
* Banking money and paying bills promptly;
* Reviewing and renewing insurance annually, ensuring adequate cover is maintained for all Band Assets;