

## **MALVERN FESTIVAL CHORUS – TREASURER**

The Treasurer is appointed and is an Officer and Trustee of the Society under the MFC Constitution, Clause 5 (ii).

### Actions each Season

- AGM - Present Accounts for preceding Season. Present budget for the forthcoming Season. Set subscription level. Obtain agreement of Membership to these three items.
- Charity Commission – Complete Trustees Annual Report (TAR) for previous Season and agree content with Chairman. Complete Annual Return and submit with TAR and Accounts.
- Subscriptions – Collect in first 3 weeks of the season, maintain full list in conjunction with Membership Secretary. Programme Advertisers – Write and send out invoices in advance of the forthcoming Season.
- PI and Cancellation Insurance – Runs from 1 January – 31 December annually. Pay premium to Making Music Insurance Services together with renewal of MFC's membership in November/December each year.
- Gift Aid – Obtain Members' consent forms from Membership Secretary. Complete full listing of subscriptions and date paid and send to HMRC after commencement of Summer term to ensure maximum inclusion.
- Budgets – Prepare under Committee direction. Liaise with Musical Director concerning costs of orchestras and soloists and with Secretary regarding concert venues. Consider levels of income from membership, concert tickets and sundry others. With Committee, determine level of expenditure on promotion and publicity. Normally, complete present to last Committee meeting prior to AGM for approval.

### Actions Each Week:

- Collect - Monies from Subscriptions Raffles, Refreshment sales, Music Hire, Ticket Sales, etc.
- Prepare – Cash and cheques and take to Bank.
- Update - Cash book, balance with Bank statements and back up.

### Actions Each Term:

- Honoraria – Issue payment to Musical Director and Honorary Accompanist(s) in accordance with rates decided by Committee.
- Rehearsal Room – Liaise with Secretary regarding bookings, check conditions and pay in accordance with Terms of Payment

### Actions Each Concert:

- Orchestra – Arranged by Musical Director who consults Treasurer; details to Treasurer for budgeting. send booking confirmations and terms; . Settle account in accordance with Terms of Payment
- Soloists – Arranged by Musical Director; send booking confirmations and terms. Individual cheques given to MD or direct to performers at afternoon rehearsal.

- Malvern Theatres/Great Malvern Priory – Check terms of contracts with Secretary who then arranges bookings. Agree and sign contract. Invoices raised as applicable. The Theatre normally provides a settlement statement and pays any surplus direct to the Bank.
- Concert Tickets – Member responsible for ticket sales liaises with Malvern Theatres for tickets to be available for sale at rehearsals. Monies taken passed to the treasurer each week of sale.
- Sponsorship – apply for grant aid from sponsoring bodies such as charitable trusts and Societies, National lottery, etc.
- Performing Rights Society – Performing Rights paid for relevant works usually through Malvern Theatres or Malvern Priory
- Concert Reconciliations – After each concert reconcile to budgets.

Actions at Year End:

- Accounts – Invoice & Expenditure, Balance Sheet and Notes are prepared in a format for presentation to AGM. Accounts go to Independent Examiner after completion at year end (30 June); early in July if possible.

Committee Meetings – Report bank balance, known liabilities and budget update.

BANK: Lloyds Bank, Belle Vue, Malvern branch.

Sort Code: 30 – 95 – 41

Treasurer's Account (Current) No: 00347783

Business Bank Instant Account (Deposit) No: 07101852

FINANCIAL YEAR: 1 July to 30 June

Jobs that could be done by others who would work with the Treasurer.

- Charity Commission TAR and annual returns
- Gift Aid application
- Programme advertisers – recruit advertisers, prepare copy, co-ordinate with programme preparation, invoice advertisers in advance each Season.
- Sponsorship – identify Sponsors, prepare applications, respond to queries, arrange to receive payments, provide Concert reports and other feedback required by Sponsors