



AFHB Treasurer Role

To manage income and expenditure

Reconcile bank statements using an Excel spreadsheet.

Record payments and expenses per activity

End of year financial statement and reporting at AGM

French lessons:

Keep records of payments made for lessons, chasing any unpaid

Pay teachers' wages and keep records

PAYE, ACC - payment and IRD report

Financial Report to committee at committee meetings.

Time commitment: 2 to 4 hours per month, depending on activities.

Eg. end of year can take a little longer.

Note that Julie is happy to work alongside anyone taking this over to show how the spreadsheets work for as long as it takes. As long as you are reasonably familiar with Excel it is not difficult as we have created spreadsheets to self calculate so you get running totals for whole year as you go. And so the end of year financial statement is easy to create.