

## S E District Treasurer

Tasks	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
<b>Trustees Annual Report &amp; Accounts</b>	In Sep. fix date for IE with the IE for early Nov. and ask Chair for Annual Report, for the Activities and Achievements section of TAR. Throughout Sep. & Oct. gather all financial info. and type up draft Report & Accounts. A week before IE is due send all financial records and draft TAR to IE. When IE is complete send Report & Accounts to District Council for approval and signing off at Dec. meeting. After meeting send doc. to IE for signature.			Send final unsigned doc to Circuits for info.	Prepare short form for inclusion in Spring Synod Report.	Complete Annual Return on Charity Commission site, updating Trustees if necessary.	Lodge unsigned Report & Accounts with Charity Commission. Get Resolutions approved at Synod.					Update Trustee list on our Charity Commission Account. Chair's PA also has authority to make changes.
<b>MCF Assessments</b>	Complete Schedule1 received from Connexion.		When figures received from Connexion insert SE District Assessment figure in our Circuit Assessment working doc.						Get Stats. For Mission membership figures re Circuits as soon as published.		Check Circuit Staff nos. and no. of Lay Workers who will be employed by Circuits as at 1 <sup>st</sup> Sep.	
<b>District Budget</b>		Prepare draft budget and send to District Council for approval at Dec. meeting. Enter the draft figure on the Circuit Assessment working doc.		Send Budget/Actuals report to Circuits for info.	Prepare B/A details for Synod Report.		Report to Spring Synod and get resolutions approved.	Adjust budget if necessary in light of any major changes in circumstances.				

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<b>Circuit Assessments</b>	Create first draft of working paper for next financial year. Enter Circuit membership, staff and Lay Worker numbers in appropriate columns.		Work with District Finance Team to agree draft assessments for next financial year.		Send draft to Circuits.	Prepare Assessment details for Synod Report.			Report to Spring Synod.	Remind Malta re annual assessment amount to be paid in June.	Complete CFB form re quarterly payments. Use District version as we include MCF payments.	Email details of next year's Circuit Assessment Direct Debit payments to CFB.	Send Bank Standing Order form to any Circuit that pays their Assessment from their bank account rather than CFB A/C.
<b>Grants and funding</b>	Print eoy DAF statement when published by TMCP	Check TMCP statement monthly and update DAF figures on summary. Attend meetings of District Grants group (usually on Zoom) throughout the year and respond to emails from Grants Sec. re approval of grants for training and other things as required. Liaise with Grants Treasurer to agree figures to be reported to every meeting of grants group. Keep a detailed record of expense items to be recovered from DAF & liaise with Grants Treasurer re completion of Schedule 3 to transfer funds from TMCP to CFB.										Do final recoverable claim to TMCP on Schedule3 mid Aug. so that funds are received before end of Aug.	
<b>Lay Employees</b>	Set up any new employee with NEST Pensions. Payroll Bureau will usually remove any employee who leaves. We are required to report to the Pensions Regulator every three years – done in 2020 and 2023. The re-declaration request usually comes to District Office by letter. There is a fine if we don't comply. Keep pay records up to date each month so that all figures are easily available for end of year account reporting.										When stipend increase has been agreed at Conference, calculate pay increases using the same percentage and prepare advice letters for employees. In July advise Payroll Bureau of new rates to pay wef 1 <sup>st</sup> Sep.		
<b>Assistant Chairs</b>	Calculate payments to Circuits for District time and transfer agreed amounts to Circuit accounts.												

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<b>C &amp; I forms &amp; Circuit Accounts</b>					Email C & I form to Circuits and ask for their Annual Accounts which have been audited or independently examined. Chase Circuits who have not responded before Spring Synod							
<b>Other tasks</b>	<p>Keep Income and Expenditure records up to date regularly and reconcile end of each month. Report to District Council when it meets in Sep, Dec, Mar &amp; June and Spring Synod. There is not usually anything to report to Autumn Synod.</p> <p>Pay monthly expenses for staff and lay employees and all other expenses of District volunteers. It is good to set a deadline for receipt of final claims in August so that everything is paid within the financial year – this helps with Accruals accounting.</p> <p>If Chair is changing, pay relocation costs of incoming Chair July/Aug.</p> <p>Pay all Invoices received direct from suppliers or from District Office. Download EE &amp; BT bills each month and print/check annual water bill for Manse in Sep./Oct.</p> <p>Check and print monthly invoice for District Office rent etc. Agree and sign periodical renewal rental agreement.</p> <p>Lloyds Bank Account. Dual authorisation on-line banking – add new signatories / delete as required. Enter payments on-line and send detailed email to a second signatory for authorisation.</p> <p>CFB Account. Transactions can be seen and authorised on-line. Transfer funds from CFB to Lloyds as required to keep bal. in credit.</p> <p>Recover funds from MCF to cover expenses related to Malta &amp; Gibraltar staff and members, three or four times a year depending on financial activity. When claim is emailed to MCF all receipts/invoices must be attached.</p> <p>Attend District Treasurer Zoom meetings two or three times a year.</p>											

**The average number of hours given to the treasurer role each week in the calendar year 2023 was seven. Pauline Newton, District Treasurer wef 2016. 02.02.24 PJN**