

HAYDOCK MALE VOICE CHOIR

TREASURER'S FINANCIAL CONTROLS POLICY DOCUMENT.

The committee are aware vigilance is essential in all choir administration duties, including financial control. Charities Commission stress the need for transparency and effective control which Haydock Male Voice Choir concurs with.

The honorary Treasurer is elected every year at the choir's Annual General Meeting. They are responsible for all matters financial pertaining to the choir. Overseeing the income and expenditure, and provides the committee with a monthly report. At the end of the financial year (31st January)they are responsible for producing a full financial report to members at the Annual General Meeting.

They are responsible for the receipt of all monies paid in , for all and any deposits at the Bank, for management and security of petty cash , ensuring the Bank balance is accurate and payment of all bills and accounts.

The Treasurer will ensure that all financial records, supporting documentation and reconciliations are accurately maintained , up-to-date and easily retrievable for analysis and examination. The Treasurer may at times select members of the choir to assist in collection of monies , or with other duties, but it remains their responsibility ultimately. To comply with the Charity Commission rules and government guidance , the choir finances are examined by an independent examiner who will submit a report of any findings or recommendations to the membership at the Annual General Meeting.