

IPSWICH HOSPITAL COMMUNITY CHOIR

Treasurer guidelines:

The following guidelines outline the role and responsibilities of the IHCC Treasurer:

Committee role:

- To be an active member and contribute to the wider work of the committee in supporting the various functions of the choir, e.g. social activities, performance support, marketing, taking on specific roles etc.

Treasurer role:

Subscriptions:

- To agree rehearsal dates with the Musical Director and committee
- To communicate with the membership about subscriptions due at least 2 weeks prior to the renewal date; to send reminders as required prior to the deadline.
- To monitor payments and keep an up-to-date membership list with payments made
- To chase late payments
- To provide refunds as agreed with the committee

Receipts and Payments:

- Pay invoices from Musical Director on a monthly basis, gaining approval from the Chairman to make payment.
- Action and record miscellaneous payments and receipts for accounting purposes, including clothing payments and orders, charity donations
- Be responsible for sending on Bank statements to the appointed accountant as necessary.
- Ensure membership of IAA is updated on an annual basis.
- Ensure insurance cover and membership of Making Music is updated on an annual basis.

Annual Accounts:

- To liaise with the appointed accountant regarding queries
- To check figures and approve their accuracy, with the support of the committee.
- To monitor income and spending regularly and raise any issues with the committee at meetings
- Undertake a stocktake of assets (e.g. clothing stock) as required

Supplementary Role: Choir Clothing

- To keep an up-to-date record of choir clothing stock, checking stock levels and replenishing when needed.
- To order additional stock as required, requesting estimates and seeking approval for the final cost from the Chairman and committee
- To sell clothing items to members, informing them of costs involved and checking payments made. Update stock records.
- To receive second hand stock when choir members leave; sell on as an option to new choir members. Ensure donations received are included in charity fund.
- To store choir clothing items.