

Grange Lane Allotment – Committee Role Description	
Role	Treasurer
Role Purpose	To be responsible for the Grange Lane Allotment’s financial management.
Key Responsibilities	<ul style="list-style-type: none"> • Prepare an annual budget to reflect Committee’s annual plan • Prepare financial accounts during the year and at year end • Manage and track all banking and cash transactions • Make and record appropriate payments (eg LoveAdmin fee payments, projects, site costs, plant sales etc) • Manage water and electricity accounts • Arrange for an annual audit of accounts • Repayment of key deposits
General	<ul style="list-style-type: none"> • To promote the interests of Grange Lane Allotments • To participate in general activities on the site during the year • To be an active member of the committee, including attendance at monthly meetings • To pick up/contribute to ad hoc projects as needed and as agreed
Skills needed	<ul style="list-style-type: none"> • Numerate with good financial acumen • Experience in managing budgets • Excel skills
Time requirement	Several hours a month and attendance at monthly committee meetings and annual away-day.

6/1/2022