

The Sangha Treasurer has an overview role over all aspects of financial management, working closely with the Sangha Committee and Community Dharma Leader (CDL) to safeguard the organisation's finances and ensure the Sangha is able to meet its commitments in its mission statement and to support and uplift all its associated practice groups.

All expenses require authorisation from two signatories, one being the treasurer and the other the CDL.

The Sangha uses an online accounting platform, which is linked to the community bank account. Technical and advisory support is provided by a local independent accounting firm who are happy to continue to support the Community Treasurer.

It is important to note that although the Treasurer ensures that these responsibilities are met, they are also supported by the CDL, Committee and Community accountants.

In summary, the Treasurer is responsible for:

- General financial oversight
- Liaising with our fundraising coordinator
- Financial planning and budgeting
- Participating in Committee meetings (every 6 weeks)
- Financial reporting
- Authorising online expenses and payments with CDL
- Liaising with accountants ensuring the accounting platform is up to date

Given these responsibilities, the Treasurer typically acts as an information and reference point for the CDL, other committee members and other volunteers.

Main responsibilities of the Treasurer

The following points outline the typical financial responsibilities of our Treasurer:

1. General financial oversight

- Outlining the financial status of the community
- Retrieving relevant documentation
- Liaise with volunteers about financial matters
- Ensure that appropriate systems and controls and safeguarding are in place
- Ensure that record-keeping and accounts meet the agreements of the community constitution

2. Funding + Fundraising

- Work with the fundraising coordinator and Committee to advise on the any necessary fundraising strategies
- Identifying areas and community needs with regards to fundraising
- Ensure effective monitoring and reporting of any fundraising efforts

3. Financial planning and budgeting

- Periodically prepare and present budgets including a 6-12 months forecast based on community spending patterns
- Clarifying financial implications of proposals and requests to spend money

4. Financial reporting

- Present regular reports on the organisation's financial position
- Prepare accounts for audit and liaising with the auditor, as required
- Prepare and present community accounts to The Community Council once a year
- Advise and plan on the community's emergency reserves.

5. Banking and record-keeping

- Manage community bank account

- Liaise with our Dana Coordinator to create helpful systems of receiving and tracking donations and practice group dana

In the spirit of care taking, mutual aid and community care, it is recognised all tasks associated with the finance function belonging to the treasurer requires support and without supervision. For this reason, the treasurer is supported by the CDL, and members of the committee.

Even if the Treasurer holds the majority of the remit and tasks, final responsibility for the organisation's finances rests with the Committee as a whole.

All members are accountable and all members offer their gratitude and support.