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| --- | --- | --- | --- |
| Task | District Treasurer | Deputy District Treasurer | Campsite Invoicing |
| Input approved supplier invoices  Input approved expenses  Create campsite Invoices  Create capitation Invoices  Create miscellaneous income invoices  Chase outstanding campsite booking payments  Chase outstanding non-campsite bookings payments  Set up bank payments  Manage electronic payments merchant accounts  Allocate bank transactions  Reconcile bank accounts  Bank administration – setup/manage users, ensure mandate up to date  Consolidate all District accounts for annual accounts – Explorer, Network, Theme Park Camp, Shop accounts  Get Exec sign off on accounts  Liaise with auditors to sign off final accounts  Complete annual return to Charity Commission  Ensure District is adeptly insured and due diligence is undertaken in choosing the most appropriate provider.  Negotiation on utility suppliers  Produce finance reports for Exec meetings and AGM  Be Trustee  Attend Executive Meetings  Ensure all paperwork/backup is filed centrally/One-Drive | X and/or  X and/or    X  X  X  X  X  X – with  X  X  X  X  X  X  X  X  X and | X  X  X – or  X  X  X – or  X  X  X where appropriate | X  X  X where appropriate |