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| --- | --- | --- | --- |
| Task | District Treasurer | Deputy District Treasurer | Campsite Invoicing |
| Input approved supplier invoicesInput approved expensesCreate campsite InvoicesCreate capitation InvoicesCreate miscellaneous income invoicesChase outstanding campsite booking paymentsChase outstanding non-campsite bookings paymentsSet up bank paymentsManage electronic payments merchant accountsAllocate bank transactionsReconcile bank accountsBank administration – setup/manage users, ensure mandate up to dateConsolidate all District accounts for annual accounts – Explorer, Network, Theme Park Camp, Shop accountsGet Exec sign off on accountsLiaise with auditors to sign off final accountsComplete annual return to Charity CommissionEnsure District is adeptly insured and due diligence is undertaken in choosing the most appropriate provider.Negotiation on utility suppliersProduce finance reports for Exec meetings and AGMBe TrusteeAttend Executive MeetingsEnsure all paperwork/backup is filed centrally/One-Drive | X and/orX and/or XXXXXX – with XXXXXXXXX and  | XXX – orXX X – orXXX where appropriate | XXX where appropriate |