



Duties of APCI Treasurer

	Frequency
Accounting function	
Keep a true account of income and expenditure and of the assets and liabilities of the Association [Article 12(7)]	
Reporting function	
Prepare Treasurer's Report for Directors	Monthly
Prepare Financial Statements [Article 12(8)]	Annually by date of AGM
Prepare Treasurer's Report	Annually by date of AGM
Prepare next year's budget (with Chairman)	Annually by date of AGM
File accounts with Companies House	Annually by due date
File Corporation Tax returns	Annually by due date
Manage bank accounts	
Act as authorised signatory	As required
Register for Internet Banking	
Pay suppliers by Internet Banking	Monthly
Pay Directors' expenses by Internet Banking	Monthly
Make payments to members	As required
Manage Standing Order payments	Monthly
Arrange international transfers	As required
Reconcile bank statements	Monthly (weekly during renewal season)
Liaise with other departments	
Notify MemSec of subscriptions received	Weekly during renewal season
Other duties	
General duties of Directors	See Companies House leaflet