

General Fund Treasurer

3 years

Purpose

To ensure that an analysis of the costs and income of the previous YFGM is available at each YFGM and to inform relevant parties if costs and income are not on target to balance by the end of the year.

To take a share of responsibility of the smooth running of the Planning Weekend including, but not limited to, catering, clearing up, entertainments, and welcoming newcomers.

Duties

To maintain the current account and the deposit account.

Together with the Finance Officer to ensure the end of year accounts are correct and on time.

To take responsibility for the security of the cash box during YFGM, process expense claims, make decisions on bursary applications or any non-routine expense claims and to ensure that a donation is offered for the use for the Meeting House

To attend Planning Weekends if at all possible and take responsibility for the cash box and for returning it to the YFGM office, process expense claims, and to collect any contributions towards the cost of food.

Skills required

Comfortable with spreadsheets

Time commitment

Attending YFGMs, Planning Weekends and some time in between those.

Finance Committee

Purpose

To act as the treasurer of YFGM and ensure that the money belonging to YFGM is handled properly.

Duties

To write the YFGM annual accounts and set the budget to be presented before a full session of YFGM.

To ensure all committee expenses are accounted for.

Skills required

A very basic knowledge of book-keeping – the ability to add and subtract.

Time commitment

Finance Committee meet as a whole at January Planning Weekend.