
Group Treasurer (Trustee position)

It is the responsibility of the Group Treasurer to:

- Be a Trustee of the Scout Group.
- Act as Treasurer to the Group Executive Committee.
- Work closely with and support the Group Chairman and Group Scout Leader.
- Agree the annual budget for the Scout Group.
- Receive all monies on behalf of the Scout Group, keep up to date accounts of all funds and make payments on the authorisation of the Group Executive Committee.
- Ensure that Capitation is collected from each section in January and paid over to the Scouts North Watford District. Amalgamate all the Scout section's accounts at the end of the financial year and present the overall Group accounts at the AGM.
- Maintain up to date Charity Commission information and file the accounts and annual report within the due period.
- Ensure the Group's insurance is put in place each year
- Monitor the Headquarters utility bills ensuring the best contracts for the Group.

For more details, contact:

Richard Gabriel, Chair, 1st Abbots Langley Scouts

chair@abbotslanglescouts.org.uk

Or

Pauline Styles, Group Treasurer, 1st Abbots Langley Scouts

pauline@abbotslanglescouts.org.uk