

A Village Hall Treasurer is a voluntary trustee role responsible for managing the hall's finances, including bookkeeping, banking, budgeting, and financial reporting. They ensure financial compliance, pay bills, manage lettings income, and provide regular, transparent financial updates to the committee, requiring skills in Excel and basic accounting.

Key Responsibilities

- **Financial Oversight & Planning:** Developing an annual budget, monitoring income/expenditure, and advising the committee on financial viability.
- **Bookkeeping & Reporting:** Maintaining accurate, up-to-date financial records, reconciling bank statements, and preparing reports for meetings (usually monthly or bi-monthly).
- **Banking & Payments:** Collecting hire fees, paying suppliers/creditors, managing petty cash, and operating bank accounts, typically with a second signatory.
- **Governance & Compliance:** Preparing annual accounts for the AGM, liaising with auditors/examiners, and handling Charity Commission filings.
- **Asset Management:** Ensuring the building is insured, and managing licenses and utilities.

Skills and Commitment

- Skills: Proficiency in bookkeeping, Excel, or accounting software.
- Commitment: Typically 4–10 hours per month, depending on the hall's activity.
- Role: Acts as a trustee, offering advice to the management committee.

Common Tasks

- Issuing invoices for hall lets and chasing payments.
- Paying cleaner wages or maintenance contractors.
- Reconciling monthly bank statements.
- Ensuring utility bills are paid.

This role is crucial for keeping the community asset financially sound and compliant with charity law.

