**TREASURER’S ROLE**

**Membership forms:**

Photocopy and present to relevant bank

Scan and email to Ruwan (Secretary ) and Champa (Membership)

Claim Gift aid (Soli/Selva)

File form

**Change of Bank details:**

**Lloyds: Change of signatories with change of office bearers.**

New and existing signatories to complete their details and sign form (new signatories to present identification to the bank near to them)

New Treasurer to present completed and signed form to the bank.

**Request change of address of communication and on-line banking rights.**

Letter signed by new and existing signatories need to be sent to bank instructing changes.

**Bank of Ceylon:**

UK Branch: New and existing signatories to sign change of mandate and new signatories to take identification to the bank. Also need to give copy of AGM minutes of new office bearers.

Contact: Udeni Perera; Customer Services

Colombo Branch:

**Book donations:**

DYD will instruct treasurer for the 1st payment of the book donation to Medline Books in Sri Lanka which then is followed up with a letter instructing BOC UK signed by 2 authorising signatories to transfer the money after realisation of a cheque from Lloyds Bank. The final part of the book donation to be sent following instructions from DYD again with a letter of instruction to BOC UK signed by 2 authorising signatories requesting them to do so.

**Bursaries:**

Applications for bursaries will be forwarded by Ajantha which then need to be sent to BOC with a letter instructing them to pay the bursaries to the respective students signed by 2 authorising signatories.

**REPORTS**

**TREASURER’S REPORT:**

Needs to be prepared and presented at each council/committee meeting. Report should contain the current bank balances of all the bank accounts ( **Lloyds Bank**- Current, savings and fund raiser accounts; **BOC** – UK and Colombo).

**TREASURER’S AGM REPORT:**

Audited SLMDA accounts are presented at the AGM.

Paperwork of all accounts for the year ending 31st March of that year should be filed and given to the accountant (Mr Selva Visvanathan Tel: 07767 675853) in advance of the AGM for the preparation of accounts to be presented at the AGM.

**EVENTS:**

**Autumn Ball Oct ‘2015 : October**

**Spring Concert: March**

**AGM/Dinner Dance: May**

Have letters ready preferably on a letterhead to be signed by the band etc for accepting payment (usually paid with the monies collected from the raffle).

To have a robust method of collecting all the monies at a given event. Note down paid before or on the day and chase those unpaid through their ticket agents- write details of cheques given.

Prepare accounts following events to be presented at the next committee meeting.