



THE R J WESTON DUFFIELD CHARITY

Registered no 518547

The Weston Centre, Tamworth Street, Duffield, Belper, DE56 4ER



www.westoncentre.org.uk

APPOINTMENT OF NEW TREASURER

Who we are

We are a charity established from the Estate of the late R J Weston of Hazelwood Road. Our purpose is to provide facilities to the elderly residents of Duffield. We are governed by a Board of Trustees, currently comprising 7 who are all appointed from organisations within the village. There are around 15 volunteers for the day to day running of the Centre, which is coordinated by a separate Management Group.

The current Treasurer is retiring after 6 years, and we need a replacement, to enable us to continue the valuable services we provide for the local community.

What we do

We own the Weston Centre, on a leasehold basis, adjacent to the Viceroy Restaurant in the village centre, purpose built for us and opened in 1990. We run coffee mornings each weekday for anyone on a drop in basis. We also provide cooked lunches on Mondays.

When not in use by us, the hall can be hired by organisations or individuals, thus fulfilling a secondary function of “village hall”. There are currently around 12 regular hirers meeting weekly or monthly, and the hall is also popular with occasional or one off bookings for parties or other meetings.

The Parish Council rents a room in the building for use as their main office.

We are also significantly involved in the recently established *Duffield Good Neighbours* project.

Operation of finances

Most of our income is from the hall lettings. We are thus in effect running a commercial type operation which then finances our charitable aims. Around 96% of our income is self generated, with a relatively small additional amount from donations. Income is around £12,000 annually, and we typically make an operating surplus of around £3,000 before depreciation and any capital expenditure.

Proceeds from coffee mornings are collected by volunteers and passed to the Treasurer for accounting. The Monday lunch “club” has its own Treasurer, who maintains meticulous paper records, which the Treasurer merges into the computer accounts at the year end.

Regular hirers are invoiced on a monthly basis, for subsequent payment. Occasional hirers usually pay at the time of booking. In both cases, payments are around half by cheque and half electronically into our Bank account, and a small number by cash.

Outgoing payments for routine services are by Direct Debit. Other payments to suppliers have been by cheque until now. We are in the process of transferring to a different Bank, to enable online access; so we are now starting to make payments electronically which we expect to cover most of our transactions shortly.

In addition to the Bank account, we also hold “bond type” investments, which pay a small income and fluctuate in value. These have not been accessed for many years.

Assets comprise the building, around £10,000 in the Bank, and £20,000 in investments.

Our financial year is from 1/1 to 31/12. Early in the year, the previous year’s accounts are finalised, then checked by the Auditor, formally approved by the Trustees and finally sent to the Charity Commission.

The role of Treasurer

- Collect and process mail from the Weston Centre, (around 90% of mail is finance related) Preferably weekly
- Process receipts from coffee mornings, enter into records, check cash and occasionally pay into the Bank Can be done monthly (or more frequent)
- Merge Monday lunch accounts (on paper) into the main accounts End of year
- Deal with payments for volunteers’ expenses, eg coffee supplies; these are usually small amounts paid in cash When required, but usually at the Management meetings
- Send invoices to regular hall hirers, based on bookings list from the bookings secretary (or by looking through the bookings diary) Monthly
- Process and record payments from occasional hirers, send receipt if required When required
- Monitor payments received from hirers, reconcile with invoices, and alert Management or Trustees to any problems with payments Monthly, or when required
- Make payments to suppliers, two are monthly, some yearly and others on a one off basis; payments will be mostly electronic from the Bank account; file invoices and receipts for audit at end of year When required
- Deal with renewal of insurance and data protection registration Annually
- Pay cash from coffee mornings and cheques from hall hirers into the Bank Could be monthly, but ideally do not leave cheques too long before cashing

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| ○ Act as the “primary user” for the Bank account, and check statements, and likewise for our investments | Monthly, or when required |
| ○ Produce financial summaries for, and (subject to availability) attend, meetings of Management Group and Trustees | Management meetings are monthly, Trustees every two or three months |
| ○ Produce annual accounts, and initiate accounts for new year | End of year |
| ○ Provide all necessary computer records and paperwork for the Auditor, visit him and liaise | End of year |
| ○ Obtain approval for audited accounts from the Trustees | End of year |
| ○ Send statutory financial return to the Charity Commission | End of year |

Requirements

You will need a reasonable amount of time available to carry out the above. Much of the work is routine, and should be straightforward to anyone with a moderate knowledge of accounting or bookkeeping.

Preferably attend (most) Management and Trustees meetings. Management Group currently meets early mornings on Wednesday, and Trustees on Wednesday afternoons, but there can be flexibility to fit in with individuals’ availability.

A system is in place for a Trustee to look after mail and anything urgent when required, so holidays etc would not be a problem.

Financial records are held in, and annual accounts produced from, a sophisticated spreadsheet in MS Excel. Invoices for hall hire are produced in MS Word and emailed to hirers as PDF’s. You will need to have a computer, access to Internet and a knowledge of Excel (if continuing the current system). However, if you already use and are familiar with an alternative method of accounting, there is no obligation to keep the current system.

There may be flexibility as to whether invoices are produced by the bookings secretary (as in the past) or the Treasurer (as at present).

The Weston Centre has its own email system, part of which you will need to monitor; there is no need to use personal email.

Accounts must be compiled in accordance with Charity Commission guidelines. However, as a small charity, there are only minimal requirements.

As far as is required, the current Treasurer will be available for consulting and guidance while you are settling in.

Contact

If you are interested in this position, or would like more information, please contact Richard on 01773 550454 or 07859 235081, or email enquiries@westoncentre.org.uk.