

Branch Treasurer

All members of the Branch Committee are responsible for ensuring the finances are in order. The Branch Constitution states :

"The Branch Committee shall ensure that the Treasurer keeps proper books of Account and that all monies received are placed to the credit of an Account in the name of the Branch. "

The same applies equally to Regions, Areas, Beer Festivals, Newsletters and Guides whether or not these are run by a single Branch or by several Branches together.

The main duties of a Treasurer are to:

- Maintain accurate records of all financial transactions of the Branch. These will include all payments made and received whether by cash or cheque and all money owing to or owed by the Branch.
- Pay all debts (which are not in dispute) promptly and within any credit terms requested by the supplier. This is particularly important when money is due to small brewers.
- Be aware of all accounts owing to the Branch; issue invoices and collect all money owing to the Branch including collecting amounts collected and held by other Branch members immediately.
- Obtain and retain documentary evidence (e.g.receipts) in respect of all transactions
- Maintain a record of all assets owned by the Branch (e.g.computers, beer festival equipment)
- Maintain records of stocks of books, products and other items held by the Branch for sale
- Ensure that the Branch complies with all financial policies and requirements set out in the Memorandum and Articles of Association of Campaign for Real Ale Limited, the Branch Constitution and the Internal Policy Document. In particular, at least quarterly, prepare a statement of financial requirements and deposit any surplus funds with Campaign for Real Ale Limited in accordance with internal policy.

- Prepare a Profit and Loss Account and Balance Sheet annually and include all Branch activities. Beer Festival, Newsletter or Guide activities carried out exclusively by the Branch must be included in the Branch accounts even if only a summary or net result is included. Similar activities carried on outside the control of a single Branch must have the Regional Director as a signatory to the bank account and depending on local circumstances will either be accountable directly to Campaign for Real Ale Limited or the results will be incorporated in the accounts of the Branches involved.
- Pass the completed Accounts and Balance Sheet to the Branch Auditors for audit in advance of the Branch Annual General Meeting.
- Present the audited accounts to the Branch Annual General Meeting and send one copy to CAMRA HQ and one copy to the Regional Director.