



Friends of Wimbledon Park

FOWP Treasurer Volunteer Job Description (May 2022)

To apply and for more information, please email <mailto:n.steiner@btinternet.com>

Friends of Wimbledon Park

Wimbledon Park is a Grade II* listed park in the heart of southwest London, designed by Capability Brown in the 1760s. The Friends of Wimbledon Park (FOWP) is a voluntary organisation, governed by our [Executive Committee](#), that aims to give a voice to local people, community groups and other interested parties, to protect and enhance this well-loved landscape for future generations.

Please see our [website](#) for more details: <https://www.friendsofwimbledonpark.org/>

Treasurer Volunteer Opportunity / Start Date

Our current Treasurer is shortly moving out of the area and has resigned this role. We would like a new Treasurer volunteer to start as soon as possible and by **June 2022**.

Skills and Experience Required

Ideally, we would like a qualified accountant and/or someone with experience of being a Treasurer for another organisation.

Workload

The accounts and number of transactions indicated below reflect the amount of work required, which is only a couple of hours a month to process income and expenditure, plus attending quarterly "Forum" meetings (held on the 3rd Tuesday of January, April, July, October) and the Annual General Meeting (the 3rd Thursday of March) - approximately 1.5 hours per meeting, normally held around 7:30pm.

Tasks:

1. Ad hoc: Process any payments authorised by Chairman (currently by cheque - countersigned by Chairman)
2. Monthly: download bank statement, record transactions, reconcile income to membership subscriptions (with input from Membership Secretary)
3. Quarterly: accounts summary report for Forum and attend meeting
4. Annually: report for AGM and attend meeting
5. Adhoc: requests for information (rare)

Optional additional tasks going forward:

6. Pursue fundraising opportunities
7. Move payments from cheque to online / bank transfer if possible



Friends of Wimbledon Park

Bank Account

1. Friends of Wimbledon Park has a dedicated bank account, currently with Barclays, although we could consider moving to a bank with a more local branch, as Barclays have closed local branches near to us.
2. Both the Treasurer and Chair (Nick Steiner) are currently co-signatories to the account and both signatures are currently required to pay cheques.
3. We could change the mandate to allow only one signature i.e., the Chair, but this is not good practice, so we would like the Treasurer to be a signatory to the bank account.
4. It would also be prudent to add a third signatory in case of absence / sickness.

Income in 2021

1. In 2021 there were 59 individual membership payments (18 via cheque payable to Barclays Bank, 41 via BACS).
2. 4 Corporate Payment (1 via cheque)
3. 16 donations (7 via cheque, 9 via BACS). All donations included with membership Payments
4. This workload is dependent on the success of the Membership Secretary in renewing memberships and the organisation as a whole in signing up new members.

Expenditure in 2021

1. All expenditure is currently paid by cheque. Only 6 cheques were written in 2021.
2. The new Treasurer may wish to making payments through internet banking / BACs

Books/Accounts

1. Books are currently maintained by Cathedral Analysis Book only (handwritten).
2. The current Treasurer has maintained the same format of accounts for the last 9 years, since FOWP was formed in 2012.

Membership Subscriptions and Bank Account Reconciliation:

1. Since 2021 we have been encouraging members to pay their membership fees online. See the website for details:
 - a. <https://www.friendsofwimbledonpark.org/join-us>



Friends of Wimbledon Park

2. The membership secretary maintains a membership database (currently stored in MS-Access) and contacts members by email to renew their membership which can be paid annually or every 3 years, as the member wishes.
3. Where possible, payments are made online, direct to the bank account with a unique reference for the member, cross-references to the membership database.
4. Where members choose to pay by cheque, these are posted to the membership secretary, who writes the membership reference and renewal details on the back of the cheque, before delivering it to the Treasurer, who then pays the cheque into the bank.
5. The Treasurer sends the bank statement to the Membership Secretary each month, who reconciles this to the membership database subscriptions and renewals transactions.

To apply and for more information, please email:

<mailto:n.steiner@btinternet.com>