



Role of Treasurer

1. The Treasurer can be a man or a woman.
2. He/She is responsible for all the finances of the group.
3. He/She shall arrange to bank all receipts of the group and pay all bills incurred by the group.
4. He/She must maintain accounts of all monies disbursed and received.
5. He/She will monitor the finances of the group and may produce a budget forecast for productions of BTPT.
6. He/She shall be consulted about ticket prices for productions.
7. He/She will carry out financial planning for the group with any sub-group appointed by the whole committee.
8. He/She will produce annual accounts and submit them for examination to the nominated examiner before presenting them to the AGM.