

## TREASURER'S GUIDE

Adopted: Open Morris AGM, 12th November 2016  
Amended: Open Morris AGM, 26th November 2017  
Reviewed: .....

**This document is not part of the constitution.  
It will only be modified by agreement at an AGM or EGM.  
It will be saved as a separate document to be published on the website.**

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- 1) The Treasurer will be responsible for:
  - a) all financial transactions, budgets, etc within OM;
  - b) liaising with other JMO Treasurers to agree mutual expenditures on insurance and other JMO related matters.
  
- 2) The Treasurer will:
  - a) arrange for adequate financial records to be kept; and produce an update for the Committee if so requested by any Officer; and
  - b) produce accurate and transparent annual accounts.
  
- 3) **TREASURER'S REPORT**
  - a) In good time before the AGM, the Treasurer will:
    - i. draft the Treasurer's Report; and
    - ii. arrange for an Independent Reviewer's Report.
  - b) To ensure that the review of the accounts can be completed and the Independent Reviewer's Report is produced in time to be circulated for the AGM, the Treasurer will work with the Independent Reviewer and will:
    - i. collate the annual accounts;
    - ii. pass the annual accounts and supporting records to the Independent Reviewer:
      - in a fit state to be reviewed; and
      - in good time for the review to be carried out prior to the AGM.
  - c) The Treasurer's Report will include:
    - i. a Financial Statement setting out in layman's terms the current state of OM's finances;
    - ii. the annual accounts together with a bank reconciliation;
    - iii. the Independent Reviewer's Report;
    - iv. a proposal for the coming year for subscriptions for membership; and
    - v. a proposal for the coming year for the mileage rate for travel by motor vehicle.
  - d) The Treasurer's Report will be submitted to the Secretary no later than four weeks before AGM.
  - e) Following consideration by the Committee, the Treasurer's Report will be published together with the finalised AGM Agenda, with a view to adoption at the AGM.
  - f) At the AGM:
    - i. the Treasurer's Report will be made available with supporting bank statements;
    - ii. the Treasurer will answer any questions regarding the Treasurer's Report;
    - iii. amendments to the proposed subscriptions for membership may be submitted at the AGM for debate and a vote;
    - iv. before it can be put to the vote, the Treasurer's Report will be proposed by one **OM Member** and seconded by another **OM Member**, one of whom must be a Member Side;

- v. once proposed and seconded, the Treasurer's Report will be put to the vote and if adopted, two Officers will sign the agreed copy which will be added to the Minutes of the Meeting.
  - vi. If the Treasurer's Report is not adopted, it will be referred back to the Committee.
- e) Should a query be raised at any time after the AGM, any OM Member is entitled to request from the Treasurer a copy of the accounts and/or supporting bank statements and/or claim forms for official expenses.

**4) SUBSCRIPTIONS** need to be set at a level sufficient to fund all annually recurring organisational costs which include:

- i. Public Liability insurance cover for each Member Side as specified in the insurance policy;
- ii. claims for out-of-pocket expenses and travel expenses;
- iii. Meetings and other events; and
- iv. Dancing On magazine.

**5) EXPENSES FOR MEMBERS**

- a) For costs incurred in the conduct of OM's affairs, out-of-pocket expenses may be claimed as follows :
- i. To claim for any purchases, including tickets, a **member** must complete a claim form giving brief details and dates of the expenses and provide the Treasurer with appropriate receipts.
  - ii. The following **members** are eligible for reimbursement of travel expenses:
    - OM Officers and Area Representatives;
    - any other **members** who are representing OM in an official capacity with approval of the Committee.
- b) The cost of travel to Meetings will be reimbursed as follows:
- i. the cost of any public transport used; and/or
  - ii. an allowance for travel by motor vehicle at the current mileage rate.
- c) The mileage rate will be agreed annually at AGM, and available on request from the Treasurer.
- d) The Treasurer may propose that any increase in the mileage rate be back-dated to a specified date, with a view to agreement at the AGM.

**6) POLICY FOR SUBSIDISING WORKSHOPS AND EVENTS**

- a) In accordance with the Aims and Principles in Point 2 of the OM Constitution, OM actively encourages workshops and other projects organised by **members**.
- b) Help with costs will be considered:
- i. when funds allow;
  - ii. at the discretion of the Committee; and
  - iii. when the event is open to participants from other morris sides.
- c) Help with costs will only be provided by agreement between the organisers and the Committee following approval of a business plan presented to the Committee.
- d) Help with costs may be provided as follows:
- i. to pay reasonable cost of travel and fees for a workshop musician and tutor up to a maximum of £100 total; and/or
  - ii. towards underwriting a workshop or a day or weekend of dance in order to offset unforeseen circumstances such as inclement weather or traffic problems which cause the event to be cancelled at short notice with losses being incurred.
- e) The maximum amount available to underwrite any event will be negotiated and agreed in advance between the organisers and the Committee, with a maximum of £300 being the general rule.

- f) The Committee advises organisers that help with costs is not intended to replace careful planning and budgeting, and should it become clear beforehand that an event is not viable:
  - i. the organiser should cancel the event; and
  - ii. if the organiser does not follow that advice, then they continue at their own cost.
  
- g) Help with costs will only be paid after invoices and receipts have been presented to the Committee.