

## **Public Information Treasurer guidelines**

The main guidance for treasury roles can be found in the Service and Structure handbook. This addition to that guidance was produced specifically for the purpose of assisting the Plymouth Intergroup PI Treasurer.

### **Role requirements**

2 years continuous sobriety and a working knowledge of the Structure/Service handbook. The role is for a minimum of 2 years and a maximum of 3 years.

### **Main tasks**

Keeping track of funds and distributing PI finances. Collecting contributions from IG and Groups to be held in the PI account. Providing accurate quarterly reports to the Public Information Service committee (PISC) and an annual summary for the IG AGM (December).

Responsible for paying the rent.

Arrange literature orders requested from Liaison officers. The treasurer has the responsibility for ensuring that the PI literature is well stocked.

To ensure that there are several signatories for outgoing transactions. These will be selected by the (PISC).

At the end of the service role the treasurer would be expected to sponsor-in the new treasurer.

### **Account management**

Reimbursing money to officers who spend money on the PI's behalf. Reimbursements will not be paid if the receipt is not present. Requests for reimbursement need to be put to the treasurer within 1 month of the spend. A right of decision is made for the reimbursement of money.

Liaison officers may spend up to £50. Anything greater than this will require a simple majority vote. There will be a need to address excessive spending.

The PI officer is able to acquire funds, if needed, for PI activity over £50 if funds are available and the treasurer has agreed.

A prudent reserve of £300 is held in the account for items such as rent, WTF and literature. Money can be set aside (ring fenced), in addition to the prudent reserve, for planned future PI activity.

Any additional money held in the account beyond the prudent reserve or ring fenced items, will be sent back to IG. This will be reviewed every 6 months. Equally, if the PI funds are low, the treasurer or PI officer can request additional funds, on behalf of PISC, from IG to support up-and-coming PI activity.

### **Attendance**

To attend and give a detailed account of the PI finances covering the previous 3 months at the quarterly PI meeting. The PI officer will take this report to the IG assembly.

To attend the IG AGM (December) and give an annual financial summary and be ratified.