



The Worshipful Company of Educators



The Educators' Trust

THE EDUCATORS' TRUST

Honorary Treasurer - Summary

The Treasurer serves as an officer of the Educators' charitable trust to advise the Trustees on the charity's financial affairs. After three months, the Treasurer is also invited to hold a trusteeship for the duration of their appointment.

The Treasurer has overall responsibility for the financial affairs of the Educators' Trust, working closely with the Trust Chairman and the appointed signatories.

In particular the Treasurer will:

- ensure the preparation of the annual budget for the Trust and to present this to the Trustees for approval
- report to each Trust meeting on the actual income and expenditure of the Trust in comparison to the budget;
- liaise with the investment fund managers at Cazenove Capital and report on the investments of the Trust Fund to the Board;
- make annually the claim to HMRC for Gift Aid on donations received; provide an analysis of donations received to the trustees;
- make annually the report to the Charity Commission.

The Treasurer is accountable to the Trust Chairman and Trustees and reports directly to the Trust Chairman.