

NORTHAMPTONSHIRE RECORD SOCIETY
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President: LORD BOSWELL OF AYNHO DL MA FSA

Chairman: RICHARD PESTELL MA

Secretary: David Harries BEM

HONORARY TREASURER

Northamptonshire Record Society is seeking a Treasurer to oversee both the Society's accounting records and its investment portfolio. He/she should be a member of the Society and would be invited to join the Council as a Trustee. While it is probably not essential that the Treasurer is an accountant, a good level of financial knowledge and experience is required. Familiarity with SAGE software would be an advantage.

The Treasurer is responsible for ensuring that the Society's accounting records are properly kept and that the annual accounts, prepared in accordance with Charity Commission requirements, are submitted to Council and ultimately to the Society's AGM in a timely manner. He /she will also be responsible for liaising with the Society's Independent Examiners and for preparing an annual report on the Society's investment portfolio for Council.

The most critical task is the collection and recording of subscriptions from around 500 members – and chasing those who have not responded to requests for payment. Some assistance in this task is provided by the Membership Secretary who comes in as required. Gift Aid is reclaimed on an annual basis. Otherwise, income, chiefly from the sale of publications and *Northamptonshire Past and Present*, comes in throughout the year, while the number of payments out is not large.

If you think you might be interested, or you know of someone who might be interested, please contact the Secretary, David Harries, to arrange further discussions with the Chairman, Richard Pestell who will be happy to explain what is involved.