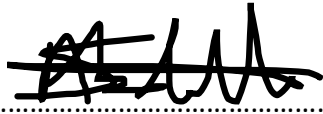


I hereby accept the position as a Treasurer of the Oldtown Foundation and agree to perform the following duties as required by the organisation :

1. To oversee the financial affair of the organisation and ensure they are legal, constitutional and within accepted accounting practice
2. To ensure proper records are kept and that effective procedures are in place
3. To monitor and report on the financial strength of the organisation
4. To Oversee the production of necessary financial reports, returns, accounts and audit.
5. To liaise with staff , committee or trustees to ensure the financial viability of the organisation.
6. To make management or trustees be aware of their financial obligations and take a lead in interpreting the financial data to them.
7. To regularly report the financial position at the committee meetings
8. To oversee the production of annual budget and propose its adoption at the last meeting of the previous financial year
9. To ensure proper records are kept and that effective financial procedures and control are in place example:
 - Cheques signatories
 - Purchase limits
 - Purchasing systems
 - Petty cash , float
 - Salary payment if there is any for the staff
 - Pension
 - PAYE and NI payments
 - Others as appropriate
- 10 To appraise the financial viability of plan, proposals and feasibility studies
- 11 To lead on appointing and liaising with auditor/ an independent examiner

Full Name..... Saeed abdulrahman

Signature..... 

Date:..... 09/07/2020