



ASSOCIACIÓ KEEP CALM BARCELONA

TREASURER

Duties and Responsibilities

INTERNAL REFERENCE

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WHAT THE ROLE IS

The Treasurer runs the association's money: the accounts, the per-activity funds tracker, and the actual spending-approval process organisers use to get money for equipment and bookings. This is the most operationally active board role.

YEARLY

- ☐ Prepare the annual accounts and the coming year's budget, for the President to present at the Annual Assembly (Article 21).
- ☐ Reconcile the year's Finance, Inventory, and Subscription sheets against the actual bank statements.
- ☐ Sign the annual accounts alongside the President, once approved.

QUARTERLY

- ☐ Report the association's financial position at the board's quarterly meeting.

MONTHLY

- ☐ Update the per-activity funds tracker (Finance sheet) as donations and subscriptions come in, tagged by activity (`budget-authority.md`).
- ☐ Reconcile the Finance sheet against the bank account.

WEEKLY / DAY-TO-DAY

- ☐ Field spending requests from Organisers - check the relevant activity's tracked fund has enough before approving anything (`budget-authority.md`).
- ☐ Approval bands (Article 26a; euro values in the Internal Regulations): **€10 or less**, a Treasurer alone decides; **over €10, up to €50**, a Secretary approves too; **above €50**, the President as well. One scheme covers both approving the spend and moving the money - the bank's digital approval flow counts, no physical signatures or separate bank-signature step.
- ☐ Log every purchase into the Inventory sheet - this is what satisfies the association's legal duty to keep an up-to-date inventory of assets (Article 26).
- ☐ Keep the Subscription sheet current as membership/subscription payments come in.

NOTES

- Either Treasurer can act alone with full authority for the role - same joint-holding logic as the Secretary (Article 15).
- One-year term, unpaid, re-electable (Article 16).
- The band values (€10/€50) are starting points and deliberately live in the Internal Regulations, so the Assembly can adjust them by simple majority once there's real experience of how often requests come up (Article 26a).