

## The MGCC Triple-M Register Treasurer

The Triple-M Register is a section of the MG Car Club. This is a great opportunity for an MGCC Member who has some knowledge of financial record keeping or bookkeeping and wishes to contribute those skills to the Register. Although accountancy experience is not a pre-requisite, a general understanding of some of the basics might be helpful.

Support is available from the committee and from the MGCC. There is a Club Treasurers' Manual and other guidance aimed at assisting Treasurers in all aspects of the task. The Register Committee will also provide all necessary resources, support and encouragement.

Ideally the Treasurer should be familiar with the activities that the Register undertakes and be a good team player within this small, enthusiastic group of committee members. Ownership of a Triple-M car is not a pre-requisite!

Specific duties include the following:

1. Keeping a record of all income & expenditure, preferably using an Excel spreadsheet in a form supplied by the MGCC;
2. To give an idea of the volume, in a typical year around 350 transactions pass through the books;
3. Maintaining & reconciling Current & Deposit Bank Accounts and Paypal accounts;
4. Payment of invoices either by cheque, BACS or PayPal. You'll have direct access to the Register's bank accounts;
5. Banking of funds received;
6. Preparing and submitting quarterly VAT returns to the Club. These are generated automatically by the standard spreadsheet;
7. Preparing financial and narrative reports for the quarterly Committee Meetings;
8. Preparing Year End (31 December) financial accounts for the Committee's approval and submitting them to the Club;
9. Above all having an enthusiasm for all things Triple-M to support the furtherance of the Register!

The above is a broad outline of the Treasurer's responsibilities. The Committee will be happy to chat about them in more detail.

Interested parties are encouraged to contact the Register Secretary Dick Morbey at [secretary@triple-mregister.org](mailto:secretary@triple-mregister.org) or on 01494 883112 (home) or 07816 518745 (mobile)