



The Parish Church of
St Peter Great Berkhamsted

FoSP Treasurer role

FoSP is a registered charity whose aims include preservation, repair, maintenance, restoration, improvement and ornamentation of the fabric of the Parish Church of Great Berkhamsted, the medieval Court House and of the churchyards occupied by or belonging to St Peter's.

Current activities

- Making payments as requested
- Banking of any cash takings from events (Hemel NatWest or Post Office)
- Periodical update of the Excel finance file for receipts and payments
- Annual task to create new tabs in the Finance Excel file for a summary page and transactions list for the new financial year
- Supplying physical accounts file and Excel file to Dux Advisory for the annual audit (Amersham House, Berkhamsted)
- Request Father Stuart to supply a new Chair's Statement for the accounts
- Responding to audit queries from Dux Advisory
- Arrange for accounts and management letter to be signed once audit completed
- Completion of the Charities Commission Annual Return and filing of accounts
- Maintaining the Charities Commission records of Trustee details

If you would like to know more or are considering this role, please contact:

Fr Stuart Owen

Chair of the Friends of St Peter's and Rector of St Peter's Berkhamsted

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