



A message from the Chair.
The Friends of Duchess Wood is looking for a new Trustees and a Treasurer.
Can you help please?

Trustees

The Committee of the Friends of Duchess Wood is currently looking for new Trustees. There are four Committee meetings a year and an AGM in the autumn. Committee meetings review membership and finances and plan the future work of the Committee and Volunteers. If you would like to support the work we do and influence the activities and projects the Committee and Volunteers carry out then please get in touch.

Treasurer

The accounts are quite straightforward and the tasks can be summarised as follows:

- Prepare a summary of receipts and payments plus opening and closing bank balances for quarterly Committee meetings.
- Prepare annual accounts for submission to OSCR, the charity regulator, for the financial year which runs from July to June.
- Arrange sign off of the annual accounts by our Examiner.
- Give a brief summary of the annual accounts at the AGM usually held in late October/early November.
- Processes any expense claims Committee members submit.
- Pay monthly accounts from suppliers (2 accounts only - M&T and Helensburgh Minuteman).
- Produces the annual Gift Aid return for HMRC.
- The Treasurer is one of the Officers of the charity (the other two being the Chair and Secretary). As a Trustee as well as Treasurer you are able to contribute at Committee meetings and help formulate future plans, activities and events for the Friends of Duchess Wood.

If you can help and make a real contribution to keeping Duchess Wood a highly valued asset for the town, its community and visitors please get in touch at

admin@duchesswood.org.uk