

How to be a...

LOCAL PARTY TREASURER.

What's the role?

The Treasurer is one of the key roles of any local party. Along with the [Chair](#), you are one of two signatories on the local party, and have direct responsibility and accountability for its activities.

The Treasurer's role is to have strategic ownership of expenditure and income, such as preparing budgets and financial targets for discussion by others and advising on the implications of spending decisions. The treasurer is also responsible for the practical side of managing the local party's finances, such as paying in bills, managing the payroll (if your local party has staff), and producing financial reports.

This page contains practical guidance on the standard tasks that each treasurer should be doing, along with resources and instructional videos to help you in your role.

Key tasks

- Prepare a budget for the year.
- Prepare reports for monthly or bi-monthly Executive Meetings, regarding account, income and expenditure.
- [Submit monthly donation reports to the national party in accordance with PPERA rules.](#)

- [Complete end of year accounts](#), and submit them to Party HQ.
- Ahead of elections, work with the campaign team and the [Agent](#) to agree budgets for the Agent to stick to during the campaign. The Agent is responsible for campaign spending during the campaign.
- Be responsible for any banking requirements.
- Processing payroll and pensions for any Local Party employees.

Help & Support

- Join the Local Party Officers [Facebook Group](#).
- Learn more about the party's preferred accountancy software, [Xero](#).
- For more advice, contact the HQ Compliance Department on 020 7022 0988
- Download a [template budget spreadsheet](#) for managing your local party's finances.
- Access the [latest reporting templates from the Compliance team here](#).
- [You can find fundraising resources here](#).

Skills & Attributes

- Capable of handling figures.
- Have experience of handling budgets and controlling finances.
- Strong attention to detail.
- Able to understand regulations.