**CYFRIFOLDEBAU TRYSORYDD CYLCH MEITHRIN**

Bydd y Trysorydd yn gyfrifol am y canlynol:

* + agor cyfrif banc yn enw’r Cylch (gall y banc ofyn am weld copi o gyfansoddiad y Cylch)
	+ sicrhau bod o leiaf 2 lofnod ar bob siec
	+ casglu ffioedd y Cylch, boed drwy drosglwyddiad electroneg neu arian parod trwy drefniant rhwng y pwyllgor / ymddiriedolwyr a’r Arweinydd
	+ cadw cofnodion o’r holl arian a dderbyniwyd ac a dalwyd allan yn enw’r Cylch yn y Llyfr Cyfrifon/taenlen (Atodiad 14 ac 14a), sy’n cael ei ddarparu gan Mudiad Meithrin
	+ trefnu bod arian mân gan yr Arweinydd i brynu eitemau mân i’r cylch. Rhaid nodi pob eitem ar daflen Gwariant Arian Mân (Atodiad 20) a rhaid gwirio cyfanswm yr arian â’r cofnod yn y llyfr yn gyson
* gweinyddu cyflogau’r staff,oni bai bod y Cylch yn rhan o gynllun TWE allanol.
	+ talu costau’r Cylch
	+ arwyddo sieciau ar ran y Cylch - dylid sicrhau llofnod un swyddog arall ar bob siec
	+ gwneud cais am ad-daliad o’r arian a dalwyd am laeth yn y Cylch (oni bai fod y cylch yn rhan o gynllun cyflenwi llaeth e.e Cool Milk). Am fwy o wybodaeth dylid siarad â’r Swyddog Cefnogi lleol
	+ cadw cofnod o gostau, e.e. postio a galwadau ffôn a wneir ar ran y cylch ac ar fusnes y Cylch yn unig, a hawlio ad-daliad
	+ rhoi adroddiad ariannol byr, neu baratoi mantolen syml***,***ymhob cyfarfod
* gwneud ceisiadau am grantiau i’r Cylchgyda’r swyddogion eraill (Atodiad 20b)
	+ cyflwyno adroddiad ffurfiol o’r cyfrifon yn y Cyfarfod Blynyddol, gellir defnyddio ffurflen sydd wedi’i darparu gan Mudiad Meithrin fel rhan o’r Ffurflen Gofrestru.Bydd person annibynnol, sy’n deall cyfrifon ac wedi cael ei gymeradwyo gan aelodau’r pwyllgor, yn archwilio’r cyfrifon cyn y cyfarfod
	+ sicrhau gyda’r swyddogion eraill, bod y Cylch yn ymaelodi â Mudiad Meithrin, (sy’n cynnwys tâl yswiriant). Os yn gwneud cais am grant rhaid cyflwyno Mantolen ariannol i Mudiad Meithrin yn flynyddol
	+ paratoi cyfrifon i’r Comisiwn Elusennau
	+ cefnogi staff y Cylch ymhob ffordd bosibl

Pan fydd cyfnod y Trysorydd yn dod i ben, rhaid trosglwyddo pob dogfen berthnasol i’r Trysorydd newydd.

### **RESPONSIBILITIES OF THE Treasurer OF THE CYLCH MEITHRIN**

The Treasurer will be responsible for the following:

* opening a bank account in the name of the Cylch (the bank can request a copy of the Cylch's constitution)
* ensuring that there are at least 2 signatures on each cheque
* collecting the fees of the Cylch, whether through electronic or cash transfer through an arrangement between the Committee / trustees and the Leader
* keeping records of all the money received and paid out in the name of the Cylch in the Accounts (Appendix 14 and 14a), which is provided by Mudiad Meithrin
* arrange for the Leader to have finance to buy sundry items for the Cylch. All items must be entered in the Petty Cash Record Form (Appendix 20) and the total amount of money must be regularly checked against the record in the book
* administration of staff salary, unless the Cylch is part of an external PAYE scheme
* pay the costs of the Cylch
* sign checks on behalf of the Cylch - one other officer's signature should be obtained on each cheque
* apply for a refund of the money paid for milk in the area (unless the Cylch is part of the milk supply scheme e.g. Cool Milk). For more information you should speak to the local Support Officer
* keep a record of their expenses, e.g. post and telephone calls made on behalf of the Cylch and solely on business of the Cylch, and claim reimbursement.
* give a short financial report, or prepare a simple balance sheet, at each meeting
* Apply for grants to the Cylch with the other officers (Appendix 20b)
* submit a formal report of the accounts at the Annual Meeting; a form provided by Mudiad Meithrin as part of the Registration Form can be used. An independent person, who understands accounts and has been approved by members of the committee, will examine the accounts before the meeting.
* Ensure, with the other officers, that the Cylch enrols with Mudiad Meithrin (covers insurance fee) If applying for a grant you need to present an annual Balance Sheet to Mudiad Meithrin
* prepare accounts for the Charity Commission
* support the Cylch staff in every possible way

When the Treasurer’s period of office ends, all relevant documents must be passed to the new Treasurer.