

## **Thorpe Meadows Residents Limited – Finance Director**

### **Post Activities**

- Send out to all shareholders an invoice for the agreed maintenance charge and monitor payments. Chase any late payers.
- Make all payments as and when required.
- Keep Income and Expenditure Account up to date recording all payments and receipts.
- Manage current business bank account. Currently on line only account with Santander - cheques paid in via the Post Office.
- Manage business savings account. Currently fixed rate account with Aldermore.
- Send all documents for the year to accountant to prepare government required Annual Financial Accounts and calculate any Corporation Tax due. Current accountant is Baldwins.
- Arrange for annual accounts to be signed off when prepared. Accountant to send completed accounts to Companies House.
- Pay any tax due before January deadline.
- Give annual financial report to the resident's Annual General Meeting.
- Keep a file of all shareholder consent forms relating to the Data Act.