






<p align="center">Carol Ravenscroft - Finance Director</p>	<p align="center">What Carol Does</p>
	<p>Carol is in charge of looking after the money.</p> <p>Carol is in charge of the other finance staff.</p>
<p>Janet Mantle - Finance Manager</p>	<p align="center">What Janet Does</p>
	<p>Checks that the money is looked after properly. This is called Budgeting.</p> <p>Makes sure people pay the money they owe Drive.</p> <p>Checks that finance rules are followed.</p>
<p>Ashley Jenkins - Finance Officer</p>	<p align="center">What Ashley Does</p>
	<p>Answers Questions.</p> <p>Sends out bills.</p> <p>Checks the bank statements.</p> <p>Makes sure we don't spend more money than we have.</p> <p>Chases up money Drive is owed.</p>

Rachel Potter - Finance Assistant	What Rachel Does
	<p>Pays bills.</p> <p>Keeps records of the money in and money out.</p> <p>Checks the bank statements.</p> <p>In charge of the money in the cash tins.</p> <p>Banks the money.</p> <p>Sends out the bills for RCT Targeted Support.</p> <p>Chases up money Drive is owed.</p>
Tom Brookes - Finance Assistant	What Tom Does
	<p>Mobile phone bills.</p> <p>Sends out bills for Bridgend Targeted Support.</p> <p>Housing Benefit.</p> <p>Sends the bills out.</p> <p>Makes records of peoples rent.</p> <p>Keeps money records for tenants who do not have their own bank account or borrows money from Drive.</p>

