

# Treasurer

## Role Description:

The Treasurer is responsible for the efficient handling of all the financial affairs of the U3A.

He/she needs to be:

- Methodical.
- A good communicator.
- Able to look at the bigger picture but with a good eye for detail.

Tasks:

- To organise the opening and operation of such bank accounts as are approved by the Committee.
- To make a recommendation on cheque signatories for committee approval (normally four).
- To ensure that strong financial management procedures and internal controls are in place.
- To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities, including the Charity Commission and HMRC.
- To claim Gift Aid repayment, if any be due.
- To pay the U3A affiliation fees.
- To report to the Committee on finance at each meeting.
- To prepare the statement of accounts for examination and presentation to the AGM.
- To prepare a budget annually, if required.
- To recommend the level of subscription to be paid by the members.
- To pay approved invoices.
- To pay agreed expenses
- To keep all invoices, receipts and relevant paperwork for a minimum of 6years.
- To recommend an appropriate level of reserves.
- To set out and agree policies for reimbursement of expenses, petty cash floats etc.