

# Bishop's Cleeve u3a Job Description: Treasurer

The u3a uses the Beacon system (provided by TAT) to keep a record of all financial transactions. The bank provides an online system (for PC and mobile phone) to make and authorise payments.

## Income:

- To log monies banked by Group Leaders.
- To receive membership subscriptions and other member payments, banking cheques and cash when required (either at the Post Office or through the bank app).
- To regularly reconcile the Beacon ledger against the bank transactions.

## Expenditure:

- To set up and authorise expenses and other payments approved by the Chair/Committee or on behalf of groups.
- To pay for Open Meeting speakers in liaison with the Speaker Secretary.
- On receipt of invoices from National Office, to pay the 'Capitation' fee and Third Age Matters bill.
- To keep a record of all invoices and expense claims.

## Miscellaneous:

- For the AGM, to submit an examined version of the annual accounts.
- After the AGM, to log all committee changes on the Charities Commission website and submit the annual report.
- Annually to submit the Gift Aid claim to HMRC.
- Quarterly to aggregate all the group accounts and provide a summary to the committee.
- To keep track of how much money is being held in the u3a account on behalf of each group.
- To produce a monthly report & figures and attend Committee meetings.
- To deal with any further financial matters as they arise.