

# **Bishop's Cleeve U3A**

## **Job Description: Treasurer**

To log all financial transactions on the U3A Beacon system.

To deal with income and expenditure: -

### **Income:**

- To receive monies from groups for hall hire & events.
- To receive membership subscriptions.
- To regularly check the Beacon ledger against the PayPal site. [Many subs are paid on line and automatically appear in Beacon via PayPal, but some continue to be received by cheque. These are logged by the Membership secretary]
- To bank all monies received and, at convenient moments, to transfer money from PayPal to the main bank account [A paper record of each banking is kept on file.]

### **Expenditure:**

- To pay for expenses approved by the Chair/Committee [hall fees for group hires, open days etc, and once checked are paid by BACS. Recipients for BACS payments are already set up on the bank website.]
- To pay for mailing out of membership cards, conference attendance, Clarion invoices/magazines etc).
- To pay for Open Meeting speakers in liaison with the Speaker Secretary.
- To pay for approved events.
- Annually, on receipt of invoices from National Office, to pay the 'Capitation' fee and Third Age Matters bill [Invoices received via the Secretary].
- To keep all invoices on file as well as being logged on Beacon.

### **Other:**

- For the AGM, to submit an examined version of the annual accounts [Beacon is used to create the accounts which are then passed to an external examiner].
- After the AGM, to log all committee changes on the Charities Commission website and submit annual report.
- After "cut off" day for subscriptions, to submit the Gift Aid return via the HMRC website using the Beacon Gift Aid file.
- To regularly reconcile the bank account with payments in and out on the Beacon ledger [this can be done on line].
- To deal with any further financial matters as they arise.
- To produce a monthly report & figures and attend Committee meetings.