

Would You Like to be our next Treasurer

# Role summary :

Are you good with money? There is lot of counting cash and using the accounting system to ensure the books balance, but its all fun and games apparently as you get to meet and talk to everyone from Group Leaders, new members and of course you are an integral part of the committee.

There is so much to say about this role, you will be banking money, paying invoices for room hire and to the Third Age Trust, paying out and collecting receipts for committee purchases. Ensuring the u3a has enough funds for our goals and advising how our u3a meet our financial goals. Reports to be prepared for monthly committee meetings and the annual report for auditing. This role is not for the faint-hearted but our current Treasurer is happy to train and support you during a transitional period.

The whole committee will support and assist where able. Below are some of the main responsibilities but don’t be put off by them, they were lifted from the u3a website by the Business Secretary who likes to ensure no one has to work too hard.

# Main responsibilities

To receive and bank all monies.

To maintain accurate records of all monies received .

To issue receipts for all cash payments.

To organise the purchase of all u3a equipment as authorised by the committee.

To verify and ensure that all expenditure is used exclusively in pursuance of the u3a’s charitable objects/purposes.

To maintain accurate records of all payments with supporting paperwork and a detailed log of online payments.

To ensure effective measures, controls and procedures are put in place which are appropriate to the u3a and will safeguard assets and ensure financial security.

To ensure that any grants or funds received for specific purposes are designated as restricted funds and appropriately spent.

To ensure the list of authorised signatories is maintained and updated as required.

To check and reconcile all bank statements as soon as possible.

To monitor the budget forecast carefully, warning the committee of any potential issues.

To recommend any changes to the subscription fee and/or other charges that may be necessary to ensure that the financial resources of the u3a meet its present and future needs.

To present the year-end accounts at the AGM.

## On completion of service - To carry out a comprehensive handover to the new Treasurer.