

Assistant Treasurer

Background:

The Treasurer maintains an electronic cashbook (Excel spreadsheet) to record all receipts and payments. This cashbook forms the basis for preparing the Annual Accounts which, form an integral part of the “Annual Report and Accounts” that must be submitted to OSCR (Office of the Scottish Charities Regulator) each year. There is a single “Unrestricted General Fund” for the day-to-day running of the charity.

Apart from the Unrestricted General Fund there are also “Restricted Funds” which means that they can only be used for a specific purpose. This financial year the following groups have Restricted Funds: Gardening, Golf, Outings, Science, All Year Adventure Walkers and Tennis. Up until now EU3A has operated a single bank account for both the General and Restricted Funds. However, at a recent Committee Meeting the Trustees decided that in future, starting in the April 19/20 financial year, separate bank accounts should be used.

Proposed role for Assistant Treasurer:

The Assistant Treasurer will look after the Restricted Funds. This involves liaising with the various groups that hold Restricted Funds, accepting deposits, paying out expenses, maintaining an electronic cashbook, and producing monthly statements for the Treasurer to present to the EU3A Committee. The template for the cashbook and the monthly statement will be the same as for the General Fund.

Skills required:

No formal accounting experience is required. However, you should have good general computer skills, know your way around an Excel spreadsheet, and have an eye for detail as well as good interpersonal skills for liaising with Group Leaders.

If you are interested and would like further information, please contact the EU3A Treasurer Hugh Young at treasurer@edinburghu3a.org.uk.