

Exeter U3A Executive Committee Role Description

Title of Role Treasurer

The Role

To take responsibility for all financial aspects of Exeter U3A's activities, maintaining accurate records and ensuring proper use of its funds.

Principal tasks/activities

Comply with all Charity Commissioners requirements, including the preparation and submission of annual returns

Keep full & accurate accounting records, including files of correspondence and information received

Act as a contact and signatory for all bank accounts held by Exeter U3A, and amend bank signatories and authorised users of bank debit cards as required on changes of Committee members

Pay authorised expenses, e.g. hall bookings, speakers' fees and keep receipts. Pay into U3A bank accounts all monies received

Prepare an annual statement of accounts for independent examination and presentation to the AGM

Liaise with the Membership Secretary regarding the number of members in respect of whom capitation fees are payable

Prepare financial reports to be presented at Committee meetings, and draft financial projections as required by the Committee

Prepare regular claims for Gift Aid, and retain all completed Gift Aid authorisations from members. Ensure that claims are made in respect of current members only

Obtain & keep *Declarations of Eligibility for Trustees*, as required in connection with Gift Aid regulations

Estimated time required -