



## **HASTINGS & ROTHER U3A**

### **TREASURER**

### **DUTIES AND RESPONSIBILITIES**

1. Keep full and accurate accounting records showing transactions on a day-to-day basis, receipt and expenditure of U3A funds and the financial position at all times. Some knowledge of Bookkeeping and Accounting is required.
2. Prepare an annual statement of accounts for independent examination and presentation at the AGM. Accounts to be signed off by Chairman and Vice Chair or their representatives.
3. Prepare a financial report to be presented at committee meetings.
4. To submit annualised returns and payments to:
  - a. HMRC for payment of gift aid by 14<sup>th</sup> May annually.
  - b. Third Age Matters for U3A News.
  - c. Third Aid Trust for Capitation fees.
  - d. SUN for their levy by 14<sup>th</sup> May annually.
  - e. Charity Commission and submit the Annual Return.
5. Act as the Charity's nominated correspondent for the Charity Commission.
6. Pay authorised accounts, e.g. hall bookings, speakers' fees.
7. Pay into the U3A bank accounts all monies received.
8. Reimburse members' itemised expenses.
9. Maintain files of correspondence and information received.
10. Maintain a correct list of signatories with Nat West Bank.
11. Ensure all cheques to be signed by any two of the designated signatories.

Jean Bennett, May 2017