

TREASURER

GENERIC RESPONSIBILITIES *(role of the trustee):*

- Ensure that the organisation complies with its governing document, charity laws and any other relevant legislation or regulation
- Safeguard and promote the values and aims of the U3A
- Ensure that the organisation pursues its objectives as set out in the Constitution
- Ensure that the organisation uses its resources effectively and exclusively in pursuance of these objectives
- Ensure the organisation operates in an effective and accountable manner
- Contribute actively to the development and implementation of organisational strategy and the evaluation of its effectiveness
- Work effectively with other committee members in the best interests of the U3A
- Take collective responsibility for all Committee decisions
- Behave with integrity and be open and accountable

SPECIFIC RESPONSIBILITIES

- administering the day to day finances of the U3A
- ensuring strong financial management and internal control procedures are in place
- setting out financial policies and procedures eg for group leaders, reimbursement of expenses, petty cash floats etc
- maintaining accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities
- organising and operating the bank accounts in accordance with the wishes of the Committee
- taking in money and paying into the bank/s
- paying approved invoices and agreed expenses and keeping receipts
- making a recommendation on cheque signatories for Committee approval
- organising cheques and petty cash payments as appropriate
- checking the bank statements
- producing monthly financial reports to the Committee
- preparing the annual budget and likely levels of income and expenditure
- recommending the appropriate level of reserves
- recommending the level of subscription to be paid by members
- preparing reports and the statement of accounts for the Third Age Trust, the Charities Commission and for our AGM

June 2019