

Treasurer

1. To receive, record and bank monies other than membership & group/course fees.
2. To check, record, & pay all invoices & expenses claims as agreed.
3. To keep account of all income and expenditure throughout the year.
4. At the end of each financial year provide balance sheet and accounts for independent verifier and present same to the AGM.
5. To be responsible for all Group subsidiary accounts and provide end of year accounts for same to the independent verifier and AGM.
6. To compile estimates for following year's income & expenditure as information is not available.
7. To complete Grant applications.
8. To supply financial information in respect of Charity Commissioners requirements. HMRC Gift Aid
9. To store in good order all financial records for the previous 6 years.
10. To arrange Signatories for all Bank and other Accounts. All Banks require to be proposed and agreed at Committee Meetings and the bank informed by letter.
11. Financial tracking is currently done using a simple Excel file to record income, expenditure and movements in the U3A's various bank accounts.