

Treasurer Role Description

- Operate a bank account/bank accounts in accordance with the decisions of the Committee.
- Make recommendations on cheque signatories for the various accounts for Committee approval.
- Maintain accurate and appropriately detailed financial records in accordance with the requirements of charity law and the U3A's constitution.
- Report on the current financial position at each Committee meeting.
- Liaise with the independent examiner on the draft final accounts for the year and deal with any issues raised.
- Prepare the annual statement of accounts for approval by the Committee and for reporting to the AGM.
- Prepare a budget annually for approval by the Committee.
- Recommend the level of annual membership subscription to the Committee and to the AGM.
- Pay approved invoices and other expenses in a timely fashion.
- Ensure all income is banked in a timely fashion, making appropriate arrangements for other officers to pay in money for membership subscriptions etc.
- Monitor all receipts, paying in books and other income records and retain them when completed.
- Recommend an appropriate level of reserves.
- Ensure the Committee has agreed appropriate procedures for the handling of financial matters and that these are reviewed from time to time.
- Liaise as necessary with the national and regional U3As on financial matters.
- Monitor the information held by the Membership Secretary for members who have claimed gift aid and ensure that timely claims are made for gift aid due on membership subscriptions.
- Liaise with the Reservations Secretary as appropriate with regard to the cost of room hire for the Forum and other venues.
- If the frequency and/or cost of any group's meetings for the year are likely to exceed the standard Northallerton U3A allowance for such meetings, ensure in liaison with the relevant Group Leader that the excess costs are identified and that acceptable arrangements are made for group members to pay the extra cost involved on an appropriate basis.