



## Job Description: Treasurer

### Overall Responsibility:

- To monitor and maintain the financial health of Northampton u3a by maintaining full, accurate and up to date records of all income and expenditure, and to provide a full financial report as required.
- To ensure that funds are always used appropriately, and that receipts are promptly banked.
- To prepare end of year accounts for presentation to AGM, and to submit any statutory documents required for HMRC (Gift Aid) and Charity Commission.

### Works with:

The Treasurer works closely with all other members of the committee, paying bills and expenses by electronic transfers or cheques as authorised. In particular, the Treasurer liaises with:

- The Membership Secretary recording and banking subscriptions
- The Beacon Administrator regarding Paypal receipts and data for HMRC Gift Aid submissions
- The Social Treasurer re payments for Trips, Holidays and Outings
- The Meetings Organiser re payments to speakers and income at meetings
- The Secretary regarding newsletter expenses, administrative expenses and licences etc.
- The National u3a regarding membership fees, newsletter and other payments including Beacon payments

### Tasks:

#### General

- Attend committee meetings
- Attend/help at general Meetings
- Attend/help at special u3a Northampton events
- Report to committee, when required, on any financial matters
- Ensure ability to obtain cheque signatory.
- Prepare and warn committee of arrangements for cheque and banking cover for holiday situations.

#### Ongoing

- Bank monies and cheques promptly as received
- Check expense forms and invoices to ensure that funds are correctly used according to agreed rules
- Ensure timely payment for authorised expenditure.
- Ensure that documentary record of transactions is maintained.
- Ensure that computer record of transactions is also correctly updated and all self-checking algorithms balance.
- Reconcile bank statements when received

#### Annually

- Prepare Year End accounts for audit.
- Present financial report at AGM.
- Prepare Gift Aid Submission
- Charity Commission paperwork. NB.

The Social Treasurer will be responsible for all aspects of maintaining accounts and records for Trips and Theatre Visits but will submit records for inclusion in the overall accounts at the year end or as otherwise required.