



Role of Treasurer Approved by Committee 09/01/2020

The role of Treasurer is a responsible position for Olton and District U3A. The Treasurer will work with other officers to ensure the continued success of Olton and District U3A.

The following lists the main functions of the Treasurer:

- Manage financial audits, records, bank statements
- Manage income, e.g. subscriptions, group fees, petty cash
- Manage expenditure, e.g. expenses, room hire, speaker fees
- Liaise with the Membership Secretary to manage membership fees
- Liaise with Membership Secretary to handle enrolment and collection of subscriptions from new members
- Liaise with Membership Secretary to handle renewals for existing members at the start of the subscription year
- Advise Interest Group Facilitators on correct Financial Procedures
- Monitor Interest Group Accounts and ensure they match the General Ledger
- Prepare budget for committee meetings and year end accounts for the AGM
- Make post-AGM amendments to account signatories, holders of debit cards, as necessary
- Share current Annual Budget and a Bank reconciliation with Committee a minimum of twice yearly (September and March)
- Provide a financial statement at committee meetings
- Be involved in sourcing a suitable independent examiner for the annual accounts
- Ensure Accounts are formally examined on an annual basis by a person who is not a member of Olton and District U3A
- Produce a financial report & annual account report to be summarised at AGM
- Enable continuity for the position of Treasurer at the end of the Treasurer's term of office