

Paisley U3A

Treasurer – Roles and Responsibilities

In outline, to oversee the financial affairs of the organisation.

1. Ensure financial affairs are legal, constitutional and within accepted accounting practice.
2. Ensure proper records are kept and that effective financial procedures are in place.
3. Monitor and report on the financial health of the organisation.
4. Produce all necessary financial reports/returns, accounts and audits.
5. Liaise with relevant members, committee members to ensure the financial viability of the organisation.
6. Make fellow committee members aware of their financial obligations and take lead in interpreting financial data for them.
7. Regularly report the financial position at committee meetings.
8. Oversee the production of an annual budget and propose its adoption at the relevant committee, and in any event no later than the last committee meeting of the previous financial year.
9. Appraise the financial viability of plans and proposals.
10. Ensure the accounts are examined in accordance with the committee's instructions.
11. Undertake bookkeeping duties.
12. Regularly carry out bank reconciliations.
13. Arrange payments to creditors timeously and as appropriate and arrange appropriate signatures on payments.
14. Make necessary arrangements to collect payments.
15. Bank payments received promptly.