

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: TREASURER (needs to be a trustee. See also the Trustee role description)

Role Description

To manage the charity's income and expenditure in accordance with Charity Commission requirements, relevant laws and financial good practice.

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

The Treasurer is an officer of the charity

Commitment

8 hours per month

Relationships

With management committee members, the Third Age Trust and Barclays Bank

Details of the Role

Overall purpose	Safeguard the finances of the charity
Responsibilities:	Provide budgets, forecasts and financial reports to the management committee as required Bank all income promptly. Make payments as required. Ensure that money is properly accounted for. Submit an annual claim for Gift Aid. Prepare balance sheet for examination and liaise with the accounts examiner Produce a Treasurer's report for the AGM and Charity Commission
Knowledge and skills required	Book keeping, budgeting, online banking
Resources needed	Own computer, internet connection, printer and phone. Expenses are reimbursable.
Resources available	Groups Treasurer. Beacon Membership database and ledgers. Bank accounts at Barclays Bank. Webmail and email account treasurer@romseyu3a.org.uk

Aide Memoire

General	<ul style="list-style-type: none">– Bank all cash & cheque receipts, on a regular basis, for Main account.– Raise payments, by cheque or bank transfer, for general overheads from Main a/c ensuring receipt of adequate supporting documents.– Maintain Ledger for Main account, together with records of any loans or grants to interest groups.– Maintain Main account on Beacon to ensure it balances with Ledger– Reconcile all receipts allocated to Members' Subscriptions with Membership Secretary's records.– When bank statements arrive reconcile with Treasurer's Ledgers, cheque books and paying-in books.– Liaise with Barclays Business Support Team to resolve problems and update signatories, etc. as necessary.– Report status of finances at each committee meeting and advise Trustees of any financial issues that need discussion.– Maintain a list of the charity's equipment.– Ensure that all paperwork, cheque books, paying-in books, cash and anything else belonging to Romsey & District U3A is clearly marked as such and filed in such a way as to be easily accessible to the committee, if necessary.
January	<ul style="list-style-type: none">– Check records of Gift Aid and make annual return to HMRC.– Present to the Trustees, for consideration, a Provisional Budget, for the following financial year, together with any suggestions for future changes to the Membership Subscription and Reserves Policy.
March	<ul style="list-style-type: none">– Request final expenses claims from committee and invoices from suppliers, to ensure Main a/c is as up to date as possible.– Obtain agreement from Trustees to Final Budget & future Subscriptions.
April	<ul style="list-style-type: none">– Prepare Balance Sheet for examination.– Liaise with Accounts Examiner.– Prepare a Treasurer's End of Year Report.– Distribute signed off accounts & report to Trustees, for information and inclusion in AGM papers.– Pay Third Age Trust invoices for membership fee, magazine costs and licenses.
May	<ul style="list-style-type: none">– Outline main points of Treasurer's Report & End of Year Accounts to members at AGM, giving advance notice of any future changes in Subscription charges.