

The Tiverton U3A Treasurer

The Treasurer is responsible for the efficient handling of all the financial affairs of the U3A. He/she needs to be:

- ◆ Methodical.
- ◆ A good communicator.
- ◆ Able to look at the bigger picture but with a good eye for detail.

Tasks:

- ◆ To organise the opening and operation of such bank accounts as are approved by the Committee.
- ◆ To make a recommendation on cheque signatories for committee approval. Normally four.
- ◆ To ensure that strong financial management procedures and internal controls are in place.
- ◆ To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities, including the Charity Commission and HMRC.
- ◆ To claim Gift Aid repayment, if any be due.
- ◆ To pay the U3A Capitation Fee.
- ◆ Advise Third Age Trust on circulation list for TAM
- ◆ To report to the Committee on finance at each meeting.
- ◆ To prepare the statement of accounts for examination and presentation to the AGM.
- ◆ To prepare a budget annually, if required.
- ◆ To recommend the level of subscription to be paid by the members.
- ◆ To pay approved invoices.
- ◆ To pay agreed expenses
- ◆ To keep all invoices, receipts and relevant paperwork for a minimum of 6years.
- ◆ To recommend an appropriate level of reserves.
- ◆ To set out and agree policies for reimbursement of expenses, petty cash floats etc.

Regular Tasks

- ◆ Make a summary of the accounts available for committee meetings
- ◆ Pay speakers at the monthly meetings