



## WEYMOUTH & PORTLAND

### TREASURER

The Treasurer is responsible for the efficient handling of all the financial affairs of the U3A. If a committee is handling money i.e. receiving it and paying it out, it needs a Treasurer.

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 a bank account or bank accounts in accordance with the wishes of the Committee.
- To make a recommendation on cheque signatories for committee approval.
- 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.
- 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.
- To recommend the level of subscription to be paid by the members.
- To pay approved invoices.
- To pay agreed expenses (it may be necessary to devise an appropriate claim form).
- To keep all receipts.
- To recommend an appropriate level of reserves.
- To set out and agree policies for reimbursement of expenses, petty cash floats etc.