



WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Treasurer

1. Manage and accept full responsibility for the financial affairs of the Wheathampstead U3A Trust.
2. Receive and account for all income.
3. Monitor and account with receipts for all expenditure.
4. Hold the cheque books, statements, receipts, invoices and papers relevant to the financial affairs of the Trust.
5. Make payments in advance for outings/visits and ensure that subsequent income balances these payments.
6. Receive from interest groups any monies relating to the hire of venues, etc.
7. Provide cash as required for meetings and account for it.
8. Hold a small float in 'Petty Cash' and account for it with receipts.
9. Reimburse members' itemised expenses (including postage printing and private expenses).
10. Provide statements on the accounts for members of the Management Committee at their meetings.
11. Advise on the use of unallocated funds.
12. Prepare the annual statement of accounts for independent examination and presentation at the AGM.
13. Ensure that all financial affairs of the Trust are in accordance with the Charity Commission requirements.
14. Ensure that all payments made on behalf of the Trust are duly authorised.