

TREASURER DUTIES AND RESPONSIBILITIES

Role Summary

The Treasurer is responsible for keeping the branch accounts in good order ready for each committee meeting and for the end of year audit, liaising with the Bank and being responsible for payments and receipts and keeping accurate records. The Treasurer also advises the committee on financial decisions.

Main Responsibilities

- Keep full and accurate accounting records showing transactions on a day-to-day basis, receipt and expenditure of u3a funds and the financial position at all times, using Beacon system
- Pay authorised invoices, e.g. hall bookings, speakers' fees, outing costs and expenses claims
- Pay into the u3a bank accounts all monies received
- Prepare a financial report to be presented at committee meetings
- Prepare an annual statement of accounts for independent examination and presentation at the AGM
- Act as the Charity's nominated correspondent for the Charity Commission and submit Charity Annual Return. Complete legal forms for Trustees
- Maintain a correct list of signatories with Lloyds Bank

June 2024