



DECEMBER 2020

## **ROLE OF THE TREASURER**

1. To keep accurate and detailed accounts of the organisation and monthly bank reconciliations.
2. To pay all approved bills/invoices in accordance with their receipts, either by cheque or on-line banking (Faster Payments).
3. To pay all agreed/approved expenses and keep petty cash for small expenses.
4. To prepare the annual accounts for AGM publication of Income and Expenditure and annual balance sheet. Liaise with an Independent Examiner for the examination of the accounts. Where necessary investigate such candidates for nomination for the Committee's agreement of their appointment and fees.
5. To file online the Annual Return to the Charities Commission.
6. To report regularly to the Committee, including latest information regarding the balances of bank accounts. Produce a monthly treasurer's report for each committee meeting.
7. To recommend each year to the Committee the level of required subscription to cover each expected annual expenditure and give financial advice to the Committee so that it operates within its means.
8. Manage and record all banking of cheques, including submitting the members' Standing Order Mandates to the relevant bank's local branch or by post.
9. To pay the annual Third Age Trust subscription (which includes insurance cover of members) at the rate requested by the Trust. (the figure based upon the total membership reported by the Membership Secretary as at 1<sup>st</sup> April of the relevant year).
10. Pay the U3a Trust magazine (TAM) postage fee based upon the list provided by the Membership secretary and Secretary.
11. To apply for Gift Aid from HMRC with the help of the Membership Secretary, now filed on line. This may be applied for annually or within 4 years backdated.
12. Maintain a deposit account at an approximate level of 6 months expenditure as a running reserve
13. Monitor control of Groups Accounts and their corresponding financial matters pertaining to group activities in accordance with charitable legal requirements.
14. Maintain an Asset Register and agree annual depreciation charge and net book values with the Independent Examiner. Arrange regular electrical testing (PAT) in accordance with guidelines.
15. To ensure accounting records and supporting documents are retained and kept safe for up to 6 years.