

PRESTON PARK U3A TREASURER - Job Description

The following falls within the remit of the Treasurer

To be responsible for the correct operation of Main Account – used for the financial operation of the U3A, The Number 2 Account - used for the financial control of the Interest groups and the Members Account - used for the receipt of membership monies received by bank transfer.

1. to pay in all monies received for these accounts and record within the financial ledgers, detailing reasons for receipt.
2. To raise cheques or organize bank transfers to pay all Invoices and approved Expense Claims received and record within the financial ledgers, detailing reasons for payment. The Treasurer plus a second agreed signatory must authorise all payments.
3. The payments made will include the Capitation and Magazine and Beacon fees paid to the Third Age Trust, the SUN affiliation fee as well as the license fees for the Copyright Licensing Authority (CLA) and the Performing Rights Society (if needed)

To be responsible for the reporting of these accounts

4. To transfer all monies held in the Members account to the Main account at the financial account year end.
 5. To reconcile all Accounts annually as at the end of the financial year (31st October).
 6. To supply the Accounts to the current Examiner of Accounts for verification and approval.
 7. To present a financial report to U3A members at the AGM on the activity of the past twelve months as well as that for the immediate future.
 8. To present the financial accounts to the Charity Commission after updating the list of Trustees. To additionally supply Barclays Bank with the updated Trustee list.
 9. To be responsible for the control of funds held, that they are kept in surplus but not to excess. TAT recommends that 50% surplus is retained.
 10. To give a report to the PPU3A Committee at each monthly meeting on the balances of funds held
 11. To reconcile the total of the individual Interest Group balances to that held within the Number 2 bank account.
 12. To give regular financial updates to Interest Group Leaders and suggest fee charging levels.
- To investigate more efficient Accounting Practices
13. a) Annual Subscriptions to be paid by Direct Debit b) Receipts received from Card Readers c) Payments to be made by Corporate Credit Card.