

# HARLOW u3a ROLE DESCRIPTION: GROUPS TREASURER

THIS ROLE MUST BE HELD BY A TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

## THE TREASURER AND GROUPS TREASURER ROLES CAN BE COMBINED

### PURPOSE:

The purpose of the Groups Treasurer role is to –

1. Keep books of account, recording all transactions into and out of the Groups bank account and ensuring that these books correspond with the bank statements; retain records and supporting documents.
2. Make payments from the Groups bank account on behalf of Groups.
3. Inform and advise the Committee about the financial position and transactions of Harlow U3A groups and Visits & Outings.
4. Support Group Facilitators and Treasurers in financial matters and ensure that their record keeping is adequate for its purpose.

### KEY TASKS:

The main tasks are to –

1. Record income received directly into the bank account (paid in by those facilitators with paying in books or by others using BACS transfers), and collect money as necessary from group facilitators and from Visits & Outings at General Meetings.
2. On request and after approval by Group Facilitators, pay and record invoices from venues and other suppliers.
3. Provide each group with details of its ring-financed share of the Groups bank account, including details of all income received and payments made and the resulting balance.
4. At least monthly, do reconciliations between the financial records and statements from the bank.
5. Prepare monthly statements for the Committee of income, expenditure and asset position in the Groups account, and statements of the V&O activity broken down by individual trip.
6. Ensure that petty cash records are maintained correctly and that groups hold petty cash in accordance with restrictions in place; record petty cash transactions for those group facilitators who do not undertake this task.
7. Provide information to the Treasurer to enable him/her to prepare annual accounts for Harlow U3A as a whole. Assist in liaising with the independent assessor to ensure that a certificate is provided and in presenting the completed accounts to the AGM.

8. Provide information to the Treasurer to enable him/her to prepare an annual budget.
9. Retain and back up all records and support documents for inspection by the Independent Assessor.

Records are currently contained principally in Excel workbooks and reports originate from these workbooks. Transactions also need to be recorded in Beacon (for back-up and to make records available to other Committee members) and the Treasurer has to ensure that the two sets of records are aligned.

## **RESPONSIBILITIES AS A COMMITTEE MEMBER**

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.