

HARLOW u3a ROLE DESCRIPTION: TREASURER

THIS ROLE MUST BE HELD BY A TRUSTEE

The Treasurer is one of the three required Officer Roles, registered with TAT and HMRC/Charities Commission.

- 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 Treasurer role is to –

1. Keep books of account, recording all transactions into and out of the General bank account and ensuring that these books correspond with the bank statements; retain records and supporting documents.
2. Make payments from Harlow U3A’s bank account.
3. Inform and advise the Committee about the financial position and transactions of Harlow U3A.
4. Prepare accounts to comply with statutory requirements.

KEY TASKS:

The main tasks are to –

1. Record membership and other income, giving the Membership Secretary details of any membership payments received direct into the bank account; record other income in Beacon.
2. On request, pay and record invoices from venues, speakers and other suppliers and expenses claims from Committee members and others.
3. Pay and record annual payments due to the Third Age Trust.
4. Make an annual claim to HMRC in respect of gift aid.
5. At least monthly, do reconciliations between the financial records and statements from the bank.
6. Prepare monthly statements for the Committee of income, expenditure and asset position in the general account.

7. Prepare annual accounts (for Harlow U3A as a whole) to comply with statutory requirements. Present these accounts first to the Committee and then to the independent assessor, liaising with the latter to ensure that a certificate is provided. Present the completed accounts to the AGM.
8. Prepare an annual budget and present it to the Committee for approval with a recommendation on the level of the membership fee for the following year. Present the final budget to the AGM.
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.