



WELLINGBOROUGH & DISTRICT U3A

Treasurer Role Description

Role Outline

The Treasurer is a member of the Committee who is nominated and elected by the membership at the Annual General Meeting (AGM). The Treasurer is responsible for the handling of the financial affairs of the Wellingborough & District U3A in accordance with the club's constitution, with the Charity Commission Rules and Regulations and in consultation with, and the authority of, the elected Committee.

Tasks

- To operate the bank accounts
- Act as Primary User with the bank and organise the required signatories to operate the bank accounts
- Manage a reserve bank account, the balance to be agreed by the Committee
- Maintain accurate and detailed financial records
- Prepare financial reports to be presented at each committee meeting
- Pay approved invoices
- Pay approved expenses
- Keep all receipts
- Advise Group Leaders of the necessity of keeping accurate financial records and the requirement for each Group Leader to produce a statement of account at the end of each accounting year
- To prepare annual accounts at year end for audit and approval by the Committee
- To keep all records for no less than six years