

## TREASURER

### Rôle Outline

The Treasurer is responsible for the efficient handling of all the financial affairs of Christchurch U3A in compliance with the terms of its constitution and charity law and in consultation with the Christchurch U3A Committee members (Trustees).

### Main Responsibilities

To be responsible for implementing and reporting financial transactions, supervise income from membership subscriptions or other income sources, and monitor outgoings for supplies and current expenditures.

To ensure a balance between income and expenditures and report or warn of potential financial issues.

To ensure appropriate accounting procedures and controls are in place and that Christchurch U3A operates within a sound financial framework.

To ensure that all resources are applied exclusively in pursuance of Christchurch U3A's objectives.

### Tasks

- 1 To provide accurate financial information to the Trustees at each Committee meeting and as and when required;
- 2 To identify any financial risks facing Christchurch U3A and recommend appropriate action;
- 3 To maintain proper account of all payments and monies received and produce interim statements as requested;
- 4 To ensure monies held by Christchurch U3A are invested to the greatest benefit and monitor such activity and ensure its suitability;
- 5 To open and maintain bank accounts on behalf of Christchurch U3A in accordance with the Constitution;
- 6 To prepare and monitor quarterly budget forecasts;
- 7 To implement an appropriate reserves policy;
- 8 To make all payments as required including, but not restricted to:
  - bills presented by venues and passed by the Venues Secretary for payment;
  - claims for expenses from Group Leaders and Committee members, authorising them for payment in conjunction with the Chair or Vice Chair where necessary;
- 9 To prepare an annual statement of accounts for presentation to the membership;
- 10 To arrange for the examination of the annual accounts prior to the Annual General Meeting (AGM), ensuring that all information required by the examiner is available as soon as possible after the end of the financial year and to ensure that any recommendations from the examiner are implemented;
- 11 In conjunction with the Membership Secretary:
  - Record banked membership subscriptions;
  - Provide refunds as necessary;
  - Submit Gift Aid Claims.

### Committee rôle

A member of the Committee is also a Trustee of Christchurch U3A.

All Committee member rôles include the following undertakings:

- 1 To ensure that the Objectives and Principles of the University of the Third Age are maintained;
- 2 To understand the rôle of a Trustee of Christchurch U3A;
- 3 To report to, attend and participate in Committee and Officers' meetings;
- 4 To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, report any issues which may arise;
- 5 As an Officer, to represent Christchurch U3A to the public as and when necessary;
- 6 To understand and accept the responsibility for keeping the archive up to date with the material assigned to them and keep the archivist informed of changes;
- 7 Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.