



Role Description

Treasurer

The main responsibility of the Treasurer:

To ensure that WU3A meets its financial obligations as Trustees, remains solvent and complies with requirements of the Charities Commission in managing its finances.

Specific tasks are to:

1. Maintain appropriate records (via Beacon) of all receipts and purchases on an "Income and Expenditure" basis.
2. Maintain the Bank mandates for all WU3A bank accounts and be the principal point of contact with the bank.
3. Manage the following bank accounts: :-
 - Waterlooville U3A Community account (the main a/c)
 - Waterlooville U3A Business Reserve Account
4. Maintain oversight of the following accounts managed by other Trustees:
 - Waterlooville U3A SUBS Account (managed by Membership Secretary)
 - Waterlooville U3A Social Account (managed by Groups Treasurer)
 - Waterlooville U3A Special Events Account (managed by Groups Treasurer)
5. Report balances of the above accounts at monthly committee meetings and reconcile the Bank Accounts with the corresponding Beacon Accounts
6. Prepare an Annual Statement of Accounts, have it independently examined and present it via the executive committee for approval at the Annual General meeting (AGM) and pursue Gift Aid claims with HMRC.
7. Liaise with Third Age Trust on matters concerning levies (capitation, Beacon licence), Claim appropriate grants.
8. Wherever possible, attend all committee, monthly and AGM/Special General Meetings and make sure the Treasurer's tasks are adequately covered in periods of absence.
9. Maintain an up-to-date schedule of assets (equipment)
10. Process all expenses claims (including those under Group Annual allowance and new group start up scheme.) and legitimate invoices from suppliers using discretion where ever possible but seeking guidance from the committee otherwise.
11. Make timely recommendations to the Chair and Committee for:
 - An annual budget (and track progress against the budget);
 - Appropriate level of Reserves to be held,
 - Levels of subscriptions.
12. Maintain the following Policy Documents:
 - WU3A Finance Policy
 - Financial Matters for Group Coordinators