

## **Sherburn & Villages U3A**

Practicalities of being Treasurer

Officer role – elected for 2 years - no limit to number of terms

Operate bank account.

Attend monthly meetings to receive door money and new members' fees (or arrange for a stand in) and bank them. Receive membership fees and pass application forms to Membership Secretary.

Make recommendation of cheque signatories for Committee approval and arrange bank mandates.

Maintain accurate and detailed financial records in accordance with requirements of Charity Law.

Report to Committee on finance at each meeting.

Prepare statement of accounts for examination and presentation to the AGM; have them independently examined by person approved by Committee.

Prepare annual budget.

Recommend level of subscription to be paid by members.

Pay approved invoices according to levels set by Committee.

Pay agreed expenses by cash or cheque.

Keep all receipts.

Ensure that Committee has agreed appropriate procedures for handling of financial matters.

Receive money collected by S&V U3A groups, maintain record of groups' funds, bank money and issue cheques as requested by the groups.

Submit Gift Aid claim on information provided by Membership Secretary.