u3a Llandrindod Wells and District

Treasurer Role and Responsibilities

The Treasurer is a full member of the u3a committee and is expected to attend committee meetings as and when they are held.

Monthly meetings

In liaison with the Programme Secretary prepare a cheque for the fee and/or expenses for the visiting speaker each month and prepare a Treasurers Receipt for signature by the speaker.

Committee meetings

Provide a Treasurers Report at monthly Committee Meetings with details of income and expenditure and information on any outstanding Subs from members who are still attending meetings.

New members

Record all Subscription payments from members on the Membership List every month and liaise with Membership Secretary to ensure you are both up to date.

Other duties

Whenever there is a change in committee (usually following the Annual General Meeting) make arrangements with the bank (HSBC Llandrindod branch) to update their information on officers of the u3a including who will be able to sign cheques. Two signatures are required on all cheques - usually 2 from Chairperson, Treasurer or Secretary. Inform HMRC, Charity Commission and the Third Age Trust of new committee members and their responsibilities in conjunction with the Secretary.

List all payments paid into bank so as to have a record to match the Paying-in slip - including Subs from existing members, subs from new members and fees from visitors.

Pay invoices received e.g. from Metropole for monthly meeting room hire, for printing the 'Borderlines' magazine and printing the membership cards.

Reimburse members for agreed expenses on presentation of invoices or other appropriate evidence.

Keep a copy of all invoices for your file.

Update the spreadsheet with all receipts and payments and reconcile with the bank statements each month.

Provide details of number of members and a cheque for the Capitation Fee for the Third Age Trust - the Secretary will usually have the request for payment from the Trust. (usually around April time)

Provide cheque for Third Age Trust for the 'Third Age Matters' magazine. A statement/invoice will usually be sent to you between April and July each year. You will need to provide up-to-date information for the Membership Secretary 5 times a year when he/she provides the Third Age Trust with a list of current paid-up members so that they receive the magazine.

Claim Gift Aid refund from HMRC each year - usually December - by providing a list of relevant members who are paid-up and have completed a Gift Aid form. The submission to HMRC must be on the form provided as they will only accept it in that format.

Prepare the Charity Commission Annual Return each year - usually around November time. The annual return will be for the year ended in January. It is completed on-line.

At end of accounting year (31st January) prepare the spreadsheets and the Accounts file for checking by the independent examiner. The summary of accounts and report of the independent examiner should be presented at the Annual General Meeting (usually held in March).