

Plymouth U3A - TREASURER

Role Description

- Ability to use Word, Excel and on-line communications
- To take responsibility for the finances of the Plymouth U3A and present audited accounts at the end of the year.
- To maintain records of income and expenditure and reconcile the bank statements.
- To obtain cheque signing authority for the authorised signatories with the Co-op Bank.
- To write cheques for payments to speakers, rental of premises, expenses of committee members etc and obtain signatures.
- Pay into the bank any monies from whatever source.
- To attend General and Management Committee meetings and keep the Committee up to date with the state of the finances.
- To seek agreement for the movement of monies between current and deposit accounts.
- To maintain excel records for the current account in order to produce monthly reports and year-end accounts.
- To monitor all bank accounts on the Internet via www.co-operativebank.co.uk
- To take responsibility for the Activities account in conjunction with group leaders and issue cheques when required.

Responsibilities as a Committee Member

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee

November 2020