

KNUTSFORD U3A JOB DESCRIPTION

ACTIVITY GROUPS' BOOK KEEPER

The Role

To manage the Activity Groups' Account, which holds money on behalf of the Activity Groups.

General

- Bank monies supplied to Book Keeper by individual U3A Activity Group Coordinators.
- Pay Groups' invoices as requested, eg for room hire, travel, theatre tickets etc.
- Record all transactions in an appropriate manner.
- Monitor bank account records to ensure all credit & debit transactions have been processed. Provide a summary report for the Committee quarterly.

The Detailed actions involved

Banking

- Cash and cheques are deposited into the Activity Groups' Coop Bank account.

Invoice payments

- Invoice payments are made by cheque (normally posted), or by debit card payment over the phone.
- In certain circumstances, cheques may be handed to the Group Coordinator for payment 'on the day.'
- All cheques must be signed by two authorised members of the Committee.

Transaction recording

- All monies from Groups forwarded to the Book Keeper should be accompanied by a summary record sheet. (A standard form is available).
- All outgoings and receipts are recorded by the Book Keeper on an appropriate spreadsheet.
- Each transaction should record the date, Activity Group identification, type of transaction and amount.

Bank account monitoring

- Monthly bank account reconciliation should be done.
- Online access to the bank account is achieved via password protected ID.