



JOB DESCRIPTION

ACTIVITIES TREASURER

The Role

To manage the Activities Account, which holds money on behalf of the Activity Groups, the Outings Committee, and theatre/concert trips. While this money is 'ring fenced' for these particular purposes, it is legally money that belongs to the whole U3A membership, and therefore makes up part of our end of year accounts.

General

- Bank monies supplied to Activities Treasurer by individual U3A Activity Group Coordinators and organisers of outings, theatre and concert trips.
- Pay Groups' invoices as requested, e.g. 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 regularly.

Banking

- Cash and cheques are deposited into the Activities bank account, currently the Co-operative Bank.

Invoice payments

- Invoice payments are normally made by cheque.
- 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.
- Where a venue will not accept cheques, payments can be made by our debit card, by one of the authorised trustees (currently the Treasurer and the Chair).

Transaction recording

- All monies from Groups forwarded to the Activities Treasurer should be accompanied by a summary record sheet.
- All outgoings and receipts should be recorded by the Activities Treasurer accurately and by appropriate means.
- Each transaction should record the Activity Group, Outing, Theatre or Concert trip identification, type of transaction, date and amount.

Bank account monitoring

- Monthly bank account reconciliation should be done.