

## 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.

This money is 'ring fenced' for these purposes, however it is legally money that belongs to the whole u3a membership, and forms part of the end of year accounts.

#### General

- Provide paying books to u3a Activity Group Coordinators or bank monies on their behalf
- Help control receipts from PayPal and SumUp including card readers
- Receive and check expenditure invoices on behalf of Group's
- Pay Group invoices as requested, e.g. for room hire, travel, theatre tickets etc.
- Record all transactions in an appropriate manner.
- Record and reconcile SumUp and Paypal transactions
- Maintain ledger for each u3a Activity Group, reconcile quarterly with Group leader
- Monitor bank account records to ensure all credit & debit transactions have been processed.
- Annually receive records of Petty Cash transactions from u3a Activity Groups who do not use the Activities bank account
- Gather additions and disposals information for the asset register, record where SumUp readers are held
- Provide a summary report for the Committee Meeting.

#### Banking

- Cash and cheques are deposited into the Activities bank account, currently held at Nat West Bank.
- SumUp receipts are deposited into the Activities bank account (net amount)
- PayPal receipts are deposited into the Main bank account (net amount)

#### Invoice payments

- Invoice payments are normally by online bank transfer.
- In certain circumstances, cheques may be handed to the Group Coordinator for payment 'on the day.'
- Supporting documentation is required for all expenditures, e.g. invoice, receipt, out of pocket expenses form, email. An electronic copy is filed on the Activities Treasurer One Drive
- All payments require a secondary authority obtained by email. The authoriser is recorded on the payment's ledger
- All cheques, when used, must be signed by two authorised members of the Committee.
- Debit card payments can be made 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 outgoing 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, payment authorisation and amount.
- All transactions maintained on 'OneDrive' accounts spreadsheet.

#### Bank account monitoring

- Monthly bank account, Paypal and SumUp reconciliation.