

Dorking and District U3A

Role Description - Treasurer

Responsibilities

To undertake the role of Treasurer of Dorking and District U3A ("D&D U3A") in accordance with the D&D U3A Constitution, and the recommendations and guidance the Third Age Trust and the Charity Commission including:

1. Ensure that all financial dealings of D&D U3A are accounted for and examined annually in full compliance with the appropriate accounting standards, procedures, legislation and guidance.
2. Ensure that all financial payments and resources are applied exclusively in the pursuance of D&D U3A's objectives.
3. Ensure that all sums owed by D&D U3A are settled promptly and in accordance with any relevant contractual terms.
4. Liaise with and comply promptly with all proper requests made by D&D U3A's external financial advisors, auditors, the Charity Commission, the Third Age Trust or any other relevant authority.
5. Notify the Committee immediately upon receiving any communication from any of the bodies mentioned in 4. above that are other than in the normal, expected course of business.

Banking

1. Ensure that appropriate banking and investment arrangements are maintained for D&D U3A. The Committee's prior consent will be required for the opening, closing or amending of any banking or investment arrangement/mandate.
2. Ensure that all transfers of funds, payments and any other transactions are made strictly in accordance with the relevant banking or investment arrangement/mandate.
3. Ensure that all banking arrangements and activities are at all times in full compliance with the requirements of the D&D U3A constitution, the Third Age Trust and the Charity Commission and any other relevant authority.
4. Notify the Committee immediately upon receiving any communication from any bank or financial institution used by D&D U3A that is other than in the normal, expected course of business.

Reporting

1. Report at each Committee meeting on the all financial transactions and activities undertaken by D&D U3A subsequent to the previous Committee meeting.
2. Prepare financial statements for each calendar year for presentation at the Annual General Meeting following examination by the agreed Examiner.
3. Assist the Secretary with the completion of the annual return to the Charity Commission.

Communications

Promptly acknowledge all general correspondence and enquiries (whether received by post, email, telephone or other media) addressed to D&D U3A relating to D&D U3A's financial affairs and report on the same at each Committee meeting

General

1. Recognise the collective responsibility of the Committee and abide by its decisions.
2. Recognise the confidentiality of matters discussed by the Committee.