Bracknell Forest u3a

Charity Number 1153789

ROLE OF BFu3a TREASURER

The Treasurer should be elected at the Annual General Meeting (AGM) in accordance with the BFu3a Constitution.

Primary Tasks

- Ensure that the Committee has agreed appropriate procedures for the handling of financial matters.
- Open and operate bank accounts, and make a recommendation on cheque and online banking signatories for Committee approval.
- Pay approved invoices and expenses, keep all receipts and maintain accurate and detailed financial records using the 'Beacon' system.
- Reconcile each month's bank statements against the Beacon transactions and resolve any differences.
- With the aid of the membership Secretary make a full recovery of Gift Aid.
- Prepare an annual budget which makes allowance for appropriate reserves.
- Recommend an appropriate level of reserves.
- Recommend the level of subscription to be paid by the members.
- Ensure agreement on the way finances of interest groups are being handled.
- Prepare the statement of accounts for the appointed Examiner and for presentation to the AGM.
- Inform HMRC of any changes in BFu3a contact details.
- Prepare a Trustees' Annual Return in accordance with the requirements of the Charity Commission. These call for inclusion of funds passing through Interest Groups. Also ensure that the Chair prepares an Annual Report for the Charity Commission. Both the Return (*financial*) and Report (*narrative*) to be submitted to the Charity Commission by the required date.
- Alert the Committee to any financial issues or risks which may be foreseen and submit a financial report seven days prior to each Committee meeting.
- Keep the "Treasurer's Handbook" comprehensive and up to date and ensure that an up-to-date copy is held on the Committee section of the BFu3a website.
- Keep financial records, paperwork and correspondence for at least 6 years.

Aspects Applicable to all Committee Positions

Ensure opinions expressed in Committee meetings are regarded as confidential.

No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (*see National Office: Trustees Code of Conduct – Corporate Responsibility)*

Where possible and by agreement, undertake ad hoc tasks as required by the Committee.

Prepare and carry out a comprehensive handover to a new incumbent when appointed..