

North Down and Ards U3A

Role Description

Groups Treasurer

The Groups Treasurer is responsible for the recording, banking, safekeeping and reconciliation of funds returned by NDAU3A Group Convenors, or paid in for one-off events or trips. These funds remain the property of individual groups, to be made available to them as and when required.

Groups Treasurer's Duties

- Receive monies from Group Convenors, one-off events and trips.
- Give receipts and record amounts.
- Bank all cash and cheques in appropriate.
- Keep a record of all monies held by each group and events and trip organisers.
- Reconcile monies held with bank statements.
- Present figures to Treasurer monthly.
- At AGM, Convenors to be given a note of their balance.
- Receive Group Convenors` summary sheets or Beacon ledger records, file two times yearly and reconcile with overall account.
- Pay out approved monies by cheque (two signatures required).
- In the event of non-payment of rent, liaise with the Accommodation Coordinator and relevant Group Convenor to identify a possible solution if appropriate.
- Arrange for Group accounts to be audited annually by two members of the Executive Committee.
- Understand that under charity law responsibility for all money and data rests solely with the trustees (Executive Committee) of NDAU3A, who as a board are responsible for safe custody and legally accountable for ALL members` money and support them in this.

NOTE: This position description is not intended to be all-inclusive. Post holder may be asked to undertake other related duties to meet the ongoing needs of the North Down & Ards U3A.

Agreed by the Executive Committee on 1 February 2019

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