

Treasurer

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Conduct all monetary and fiscal business of the organisation.
Responsibilities:	<ul style="list-style-type: none"> • Manage organisational funds and maintain financial records using Reckon accounting software • Pay bills, after ensuring their validity • Bank and record incoming funds • Develop and prepare financial budgets of income and expenditure. • Advise the Committee on aspects of finances to enable prudent use of the organisation's funds. • Liaise with Auditor to arrange for the audit of the organisation's accounts. • Present to each Committee of Management meeting a financial report showing current and anticipated expenditure and the balance of funds. • Prepare a full financial report for presentation at the Annual General Meeting • With Secretary, arrange all necessary insurances required by the organisation including premises, facilities, property, monies, public liability, accident and disability • Maintain a current asset register and arrange for an annual physical asset check • Provide monthly financial reports to and attend U3A Knox Committee meetings regularly • Understand U3A Constitution, Code of Conduct, policies • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times • Work in cooperation with fellow members of the Committee
Works With	