

TREASURER

In addition to the requirements of the Treasurer as set out in the rules of the association (see separate document).

- Conduct all monetary and fiscal business of the organisation
- Manage organizational funds and maintain financial records using Xero 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 organization's funds.
- Liaise with Internal auditor to arrange for the audit of the organization'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
- Provide monthly financial reports to and attend U3A 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

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