

# Treasurer Support Role – Ilkley & District u3a

## What are the main TASKS involved with the role?

### Treasurer Support tasks

For more information contact  
Steve Moorcraft [Treasurer@ilkleyu3a.org](mailto:Treasurer@ilkleyu3a.org)

- Maintain/update the charity's financial records on a day-to-day basis (day to day doesn't mean every day – the record needs to be updated to reflect receipts and payments. This could be done once or twice a week for example)
- Maintain/update group ledgers for all interest groups that incur expenditure in conjunction with the main financial record.
- Print emails/invoice to vouch all receipts and payments
- Maintain/update Charity Asset register
- Deal with queries from GLs regarding financial matters where possible
- Make payments/refunds via TSB app/website
- Send out paying in slips to GLs who ask for them.

### **Shared Responsibility with Treasurer**

- Provide advice and financial information to MCoT (for example the support role could complete the spreadsheet that captures the monthly data for the charts from the financial record)
- Complete the monthly financial reconciliation of the financial record - this is something that the support could learn after a few months in the role
- Provide advice and financial account information to Group Leaders/Group Treasurers
- Prepare and submit annual Gift Aid claim (or this could be a separate one-off role for somebody)

NB: I think that as the support becomes familiar with the record keeping process, they can take on more responsibility for the above tasks, with me providing the necessary oversight.

### **Treasurer will continue to**

- Prepare end of year accts and financial statements
- Ensure end of year accounts are independently examined in accordance with Charity Commission guidelines
- Report to the members at the annual AGM
- Prepare appropriate forecasting and budget information for MCoT
- Maintain a reserves policy in line with Charity Commission Guidelines
- Maintain and update financial guidance on website when necessary
- Support and coach the new person in the support role

### **Experience required**

- Having some knowledge of Excel
- Some basic double entry bookkeeping knowledge
- Being organised and methodical
- Keeping people informed and communicating effectively

### **Tools/Access required**

- A PC or laptop with Excel/Word software
- A printer – to print emails/invoices as supporting evidence of each transaction
- Google or Microsoft drive to ensure there is back up for all the financial records
- TSB online bank accounts permissions for all 3 accounts plus (The incumbent would have to complete the necessary banking forms to be given authority)
- TSB banking app and permissions to access online accounts
- Possibly access to the admin review section on Wild Apricot website

### **How much TIME (approx.) do you give to this specific role?**

- I would say around 7 hours a week.