



## Fairford & District u3a

### Role description – Treasurer

#### Role Summary

- Oversee the finances and financial position of our u3a
- Take day to day responsibility for our u3a's finance
- Provide regular updates and reports to the committee on the financial position of our u3a
- Establish effective measures, controls and procedures to ensure financial security of our u3a. This is done in conjunction with all Trustees
- Ensure you meet the objectives of our u3a by following our constitution and the law in ensuring effective governance. Act in line with the [u3a Trustee Code of Conduct](#).

#### Support for your role:

- Help from experienced and current Committee members
- A Trustee induction with our u3a
- Handover and support from the outgoing Treasurer, where possible
- Information, advice and workshops are available from the Third Age Trust, via the [u3a website](#) or by email, [info@u3a.org.uk](mailto:info@u3a.org.uk)

Networking opportunities with [local u3a networks](#), region/nation support teams

#### Key Tasks:

- Follow our u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Be committed to running a successful u3a for the benefit of our members
- Follow the statutory requirements and the guidance from the charity regulator including;
  - keeping financial records, paperwork and correspondence for at least 6 years
  - ensuring appropriate accounting procedures and controls are in place so that our u3a operates within a sound financial framework and the committee fulfils its role of custodian of members' money and achieve financial security
- Receive and bank all monies, monitor all bank accounts and check and reconcile all bank statements
- Keep accurate records of income and spending and a record of assets and liabilities of our u3a
- Maximise income from reserve funds
- Issue payments by online means (or cheques) when required
- Ensure that all our u3a's financial obligations are met quickly and efficiently
- Process Gift Aid claims; ensure that the amount being claimed is in line with HMRC guidance in place at the time
- Answer questions from members on our u3a's financial position
- Ensure the list of authorised signatories is maintained and updated as required
- Ensure that any grants or funds received for specific purposes are designated as restricted funds and appropriately spent
- Oversee the production of an annual budget in line with our u3a's objectives and seek approval and adoption by the committee for this budget
- Ensure the highest level of financial transparency and accountability



- Identify potential financial risks and recommend a course of action to mitigate these risks
- Be responsible for having the necessary financial policies in place to ensure the smooth day to day running of u3a activities e.g. reclaimable expenses, and ensure adherence to these policies
- Propose and implement a policy for the management of any property or assets
- Prepare regular financial statements and reports for the committee
- Prepare a summary of accounts for members for the AGM
- Ensure that any recommendations from the examiner/auditor are implemented
- Review any contracts our u3a may be proposing to enter, in advance of being signed by a Trustee
- Responsible for u3a equipment, with the Secretary, and the renewals of u3a registration dates

### Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more, please email [secretary@fairfordu3a.org.uk] to learn more about the role

u3a		Fairford and District u3a	
Version	Description of changes	Date	
1.0	Role description created	21/04/2026	