

Teesdale u3a

teesdale.u3asite.uk

Role description – Treasurer

This document should be read in conjunction with the description for a trustee of Teesdale u3a

The Role

As Treasurer you will:

- Oversee the finances and financial position of the Teesdale u3a
- Be collectively responsible, with all Trustees, for the Teesdale u3a's money; ensuring funds are secure, properly used and accounted for
- Take day to day responsibility for the Teesdale u3a's finances
- Provide regular updates and reports to the Committee on the financial position of the Teesdale u3a
- Put in place effective measures, controls and procedures to ensure the financial security of the Teesdale u3a, in conjunction with all Trustees
- Ensure Teesdale u3a meets its objectives by following the constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Ensure the highest level of financial transparency and accountability

Skills & Attributes:

- Good at planning and thinking ahead
- Have a good understanding of how local u3as manage the money of interest groups and membership fees
- Have an eye for detail and accuracy
- Be able to explain financial information in a clear way to Trustees
- Have good IT skills
- Be a good team player who enjoys working with others

Key Responsibilities:

Please note that some duties can be delegated to other members of the Committee and/or other volunteers, by agreement of the Trustees.

- Follow Teesdale u3a's constitution, meet its charitable goals and regularly review the constitution to meet current and future needs
- Follow the statutory requirements and 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 the Teesdale u3a operates within a sound financial framework and the Committee fulfils its role of custodian of members' money and achieves financial security

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- Receive and bank all monies, monitor all bank accounts and check and reconcile all bank statements at no less than a monthly frequency
- Keep accurate records of income and spending
- Maximise income from reserve funds
- Issue payments when required
- Ensure that all the Teesdale u3a financial obligations are met quickly and efficiently
- Ensure that any grants or funds received for specific purposes are designated as restricted funds and appropriately spent
- Process Gift Aid claims in line with HMRC guidance in place at the time
- Answer questions from members on the financial position of the Teesdale u3a
- Ensure that the list of authorised signatures is maintained and updated as required
- Oversee the production of the annual budget in line with the Teesdale u3a's short and long term objectives. Seek approval and adoption of this budget by the committee
- Identify potential financial risks and recommend a course of action to mitigate these risks
- Be responsible for having necessary financial policies in place to ensure the smooth day to day running of u3a activities
- Prepare monthly financial statements and reports for the committee to help Trustees carry out their financial responsibilities.
- Present the year end accounts at the AGM
- Ensure that any recommendations from the examiner/auditor are considered and discussed with all Trustees and implemented where appropriate
- Review any new contracts for new venues or ventures the Teesdale u3a may be proposing to enter, in advance of being signed by a Trustee

Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact treasurer@teesdaleu3a.org.uk

Teesdale u3a	Role description: Treasurer	
Version	Description of changes	Date
1.0	Creation of new document	08/09/2026