



Come on Anton u3a. We now have a volunteer to take over as Secretary **but**

**We still need a Treasurer to take over from Chris Coffin –
without a Treasurer we are not allowed to operate**

The Treasurer does not need to be an accountant or bookkeeper but he/she needs to be able to use a simple excel spreadsheet or be willing to learn.

He/she will:

- Pay routine and occasional bills, and ensure receipts are banked.
- Account for receipts and expenditure.
- Manage the claiming of Gift Aid and subscriptions for the u3a magazine, Third Age Matters, annually.
- Receive Interest Group financial reports (as appropriate) so that their figures can be incorporated in the main account
- Keep the Anton u3a committee regularly informed/advised on financial matters and prepare accounts for examination and presentation for members' approval at the AGM.
- Ensure that the Anton u3a maintains an appropriate working balance in its accounts, and manages its finances according to the rules appropriate to the charity.