

# U3A Trust Finance Policy

Extracts applicable to group leaders.

This draws upon U3A and Charity  
Commission regulations

# Belonging to the U3A

- It is essential that all interest groups have a strong sense of belonging to the U3A and understand what they can and cannot do.
- The guidelines issued by the U3A and the mandatory financial arrangements that are put in place will be instrumental in achieving this.

# Interest groups in private houses

- The U3A sets a maximum payment of 50p to be made to the host at each meeting to cover refreshments.
- This payment is not to be included as petty cash. However if a larger payment is to be made then it is to be recorded as petty cash and returns made to the Treasurer.

# Interest Groups without significant costs

- For groups such as walks where the U3A does not incur costs no charge is to be made.
- For groups where the venue asks for contributions to be placed in an honesty box no record of such payments is required but attendance should be recorded for insurance purposes.

# Venue Hire

- All hire fees should be paid out of the U3As bank account.
- It is essential that only Trustees enter into any contract with other organisations (e.g. arrangements to hire halls).
- Trying to collect the correct amount at each meeting is poor practice and can be unfair if a particular meeting has a low attendance.
- It can be advantageous to collect money for several meetings in advance.

# Ways of charging for group attendance

- A standard charge which is the same each time regardless of numbers attending e.g. £1.
- On the basis that each group must be self sufficient the charge is set on an interest group by interest group basis.
- It is essential to remember that group self sufficiency must not be interpreted as implying that funds belong to a group: all funds belong to the U3A.

# Coffee morning and lunch money

- Where groups organize a coffee morning the profit raised will be kept for the sole use of the group.
- The lunch administration charge is reserved for the speaker costs over the course of a year.
- Where a speaker represents a charity we have agreed with National Office that a one off donation to the charity may be made. The Trustees have set that donation at £30.

# Petty Cash

- Every U3A must have strict guidelines regarding the amount of Petty Cash a group leader is allowed to hold.
- Trustees must be able to monitor income and expenditure of groups and ensure reporting mechanisms are adhered to.
- The Trustees have responsibility for ensuring the safe custody of members' money and are legally accountable.



# How much Petty Cash can each group hold?

- Some groups have no need of Petty Cash.
- Groups have varying needs for Petty Cash.
- Each group that wishes to hold Petty Cash must agree with the Treasurer the cap on the amount of Petty Cash they can hold.
- Where the cash rises above that level the excess must be banked with the Treasurer where the money will be reserved for the group.

# Personal Credit Cards

- Normally U3As should not make payments using personal credit cards.
- Group Convenor advice states: 'If you are finding that you are using your own credit card to pay for group events consult your Treasurer for advice.'

# Expensive Events e.g. theatre trips or educational days.

- Should be charged at cost and all participants pay appropriately.
- The organizer should not benefit from any discount or free place offered by the organization providing the event.
- The value of free places should be shared among participants.
- No out of pocket expenses can be paid to an organizer as all U3A members offer their services free and must not get any pecuniary reward.

# Paid speakers at monthly events

- It is a fundamental part of the U3A ethos that teaching within U3A is by members, for members. Hence no payment can be made to members for tutoring or other work done for the movement.
- Paying 'monthly meeting' speakers, provided they are not U3A members, modest fees, is in accordance with our ethos and is acceptable as it is on a one off basis and not part of a study group.

# CAR INSURANCE

- Anybody who uses their car on U3A business should ensure that they have adequate insurance including occasional business use.

Torridge U3A

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# Group Convenor Advice

- Never open a bank account.
- Never apply for grants.
- Never put members' money into your personal bank account.
- If you do hold cash, ensure you do not exceed any limit laid down by your U3A and follow guidelines for paying in cash.

# Group Convenor advice cont

- Get receipts where possible when you hand over money.
- If you are finding you are using your own credit card to pay for group events consult your Treasurer for advice.
- Report to your Treasurer as regularly as requested.

# Insurance

- The overview will be placed on the Torridge U3A website. It includes –
- Public and products liability
- Money cover
- All risks equipment insurance
- Home contents cover
- Charity indemnity insurance
- Tour operator's liability insurance