Malmesbury and District u3a

Finance Policy

Trustees' Responsibilities

All Trustees must ensure that their u3a:

- Abides by its constitution.
- Safeguards its assets.
- Exercises effective control over all its financial activity. Trustees cannot delegate their responsibilities in this matter.

Trustees are jointly responsible for keeping full financial records. These include those of the u3a and all the interest groups, sub-groups etc., where appropriate.

The Treasurer's Responsibilities

- Maintain the financial records in accordance with the financial policies.
- Maintain the financial records in accordance with the applicable charity law.
- Manage the bank accounts in accordance with the financial policies.
- Prepare accounts and budgets for committee members and meetings.
- Prepare annual accounts for the AGM, publication and filing.
- Ensure that an Asset Register is maintained.

This policy lays out the procedures by which Malmesbury and District u3a complies with the above.

1. Internal Financial Controls

i. No single person shall have sole responsibility for monetary transactions.

ii. Lloyds Treasurers Account & The Social Account: The approved signatories on both accounts are the Chairman, Business Secretary, Treasurer and Membership Secretary.

iii. Access to the Social Account (where there is a regular or frequent activity that needs to collect funds 'up-front' and an approved signatory is not involved) will be limited to the relevant Activity's Leader and on a view-only basis.

Any significant pre-event expenditure should be planned for and the participants' contributions paid into the **Malmesbury and District u3a Social Account**. In no circumstance should Group Members be asked to make advance payments into a personal account for a u3a activity. Any Leader using this facility will be responsible for keeping a fully receipted account, demonstrating the Activity has paid for itself, and lodged with the Treasurer shortly after the Activity has been completed. This Social Account is established to facilitate Group events that necessitate substantial pre-activity costs (e.g., Wine Tasting or Theatre visits) in which up-front costs are paramount. Such events shall be ticketed, but on a 'No refund' basis. However, tickets will be transferable to another M&D u3a member should appropriate circumstance arise. The costs must be calculated to ensure a 'break even' outcome.

Minor 'profits' remain in the ownership of M&D u3a, from which small, unexpected shortfalls may be covered, but at the discretion of Treasurer who will report significant discrepancies (± £40) to the full Committee for resolution. Substantial excesses (>£5 per member) may be refunded, with the agreement of the Treasurer.

There will be a 'float', to be determined by the Committee, held in the account to ensure that we avoid 'unauthorised overdraft' bank charges should an activity miscalculate and run at a loss.

If Group Leaders incur minor pre-event costs (that do not warrant bank transfers or cheque payments ahead) they may seek reimbursement from participants at, or subsequent to, the event. Non-payment will be at the Group Leader's risk.

iv. Cheques shall be signed by two approved signatories. No blank cheques shall be signed.

v. Purchases over £50 shall have the prior agreement of either the Treasurer, or the Chairman.

vi. Petty cash held by the Treasurer shall be no more than £100. Any payment of up to £75 can be made from Petty Cash by the Treasurer without prior authorisation.

vii. The Chairman can spend up to £50 quarterly without prior authorisation.

viii. Documents supporting the validity of all payments must be obtained and presented before authorisation. All transactions must be recorded. All monies, cheques and security codes must be kept securely.

ix. Reserves. It is the Treasurer's responsibility to ensure there are sufficient funds to cover the costs over the financial year

2. Budget and Accounts

i. Accounts shall be kept by the Treasurer on a Cash Receipt & Payments Basis. M&D u3a's financial year is 1st April to 31st March. The Treasurer shall produce a financial update at each Committee meeting. The Treasurer shall produce a report and year end accounts prior to the AGM in November. Prior to the AGM, the year-end accounts shall be scrutinised by an independent person and these accounts approved by the Committee.

ii. Budgets: An annual budget shall be agreed by the Committee in March. Exceptional expenditure should be referred to the Treasurer and the Committee for approval. The Budget should be reviewed versus the actual year-end accounts after the accounts have been scrutinised and approved.

iii. Payments to Speakers: M&D u3a will make reasonable payments to professional speakers leading the Monthly Meeting. Speakers sometimes indicate they will donate their fee to a specific charity. M&D u3a will use the TAT form (see the Appendix below) to obtain the Speaker's explicit written indication that the donation is at his/her request in lieu of a fee. M&D u3a cannot make payments to another charity directly unless it has the same charitable objective. U3A speakers are volunteers and receive no payment.

iv. Group Leaders' Accounts should be kept on a simple Receipts and Expenses basis. These accounts should be presented, for checking and agreement, to the Group's first meeting after the financial year-end (31st March) in order to maintain transparency and trust. They must then be submitted to the Treasurer as soon as possible thereafter (and no later than the end of April). Groups should be self-financing. No liability should be incurred by the central funds. Where trips are arranged with self-transport and members are paying their own entry fee, records of these transactions need not be kept.

v. An Assets Register shall be maintained by the Treasurer, giving date of purchase, initial purchase price, estimated nominal value and where located. Note: Assets are fully written off in the year of purchase under the Receipts and Payments accountancy system.

3. Miscellaneous Issues

i. Non-Local Meetings: M&D u3a encourage the use of ZOOM for non-local meetings (whether National or within the Bath & Wilts Network. If face-to-face meetings are agreed by the Committee to be desirable then, if reserves allow, M&D u3a will pay the cost of up to two Committee members to attend, including hotel accommodation and mileage at the rate agreed by the Committee ahead of the event.

ii. Gift Aid will be claimed

APPENDIX:

Speaker's Charity Donation Form

To Malmesbury and District u3a:

Please pay the fee/expenses due to me as speaker at your u3a meeting on ……
to the following charity (being a donation paid on my behalf):

……

Signed: …… Date: ……