

1. INTRODUCTION

This document defines the financial procedures, outlined in the Saltburn District u3a (SDu3a) Finance Policy, that will be used for its financial matters. These procedures will be kept under annual review or revised as necessary. A copy of this document, together with a copy of the SDu3a Finance Policy, will be given to all Trustees on their appointment to the Executive Committee and Group Leaders.

2. TRUSTEES' FINANCIAL RESPONSIBILITIES

2.1 All SDu3a Trustees are collectively accountable for:

- a. Safeguarding the assets of the charity.
- b. Identifying and managing the financial risk of loss, waste, theft or fraud.
- c. Ensuring the financial reporting is robust and of sufficient quality.
- d. Keeping financial records in accordance with the governing document (eg Constitution) and relevant legislation (e.g. Charities Acts, Companies Acts etc).
- e. Ensuring Annual Accounts are prepared in accordance with the governing document and relevant legislation and reflect a clear view of the state of affairs of SDu3a.

To enable the Trustees to carry out these responsibilities, the financial procedures below will be followed

2.2 The Treasurer

The Treasurer's role for SDu3a includes:

- a. Maintaining the financial records in accordance with the u3as's published financial policies.
- b. Maintaining the financial records in accordance with the applicable charity law and statute.
- c. Managing the bank accounts in accordance with the financial policies.
- d. Preparation of accounts and (if required) budgets.
- e. Producing year end account for the Independent Examiner's approval and subsequently for the Charities Commission.
- f. Liaising with external parties for all matters relating to SDu3a Finance.
- g. Providing monthly statements and reports to the SDu3a trustees.
- h. Regular reviews of SDu3a's Financial Performance
- i. Preparation of the annual accounts for the AGM, publication and filing.
- j. Ensuring that an Asset Register is maintained.

2.3 SDu3a Treasurer Support

To ensure continuity of the finance function an elected Committee member (preferably one of the existing authorised bank signatories) will provide support to the Treasurer position. In the event of a temporary incapacity of the Treasurer, this trustee will ensure essential payments and banking requirements are maintained until the elected Treasurer can resume duties.

In the event of the permanent incapacity of the Treasurer, the committee will appoint an official replacement Treasurer. This action will be minuted to meet banking signatory requirements and will cease at the next AGM, when the formal nomination and election processes will occur.

2.4 SDu3a Assistant(s) to the Treasurer

There are occasions where help will be required for the collection of money. On these occasions, elected trustees or trusted SDu3a members will be allowed to collect and record money according to the procedures outlined below.

3. INCOME

3.1 Membership

SDu3a Membership is due 1st September each year. There are no discounts given for joining throughout the year, however membership applications received from 1st June to 31st August will receive extended membership to 1st September the following year.

Current Membership Fees:

- Individual – £10.00 per annum
- Affiliate – £5.00 per annum

The Membership Secretary is responsible for the programme of renewals; other trustees will be expected to help wherever possible. Known and trusted members may also be called on to give assistance.

3.2 Groups' Finance Records and Reporting (see also SDu3a Finance Policy and Group Leaders Folder).

Groups are expected to be self-financing; however, it is the practice of SDu3a that loss making groups are funded by the income from other groups. These circumstances are to be monitored by the Treasurer on a regular basis to ensure

viability and recommendations for change of venue or closure of the group made if necessary.

3.3 Group session fees

Venue with hire charge – £1.50 per session (*in certain circumstances and with approval from the Executive Committee, this amount can be increased to meet costs*).

Outdoor Venue – £1.00

Non rental or member's home – £1.00

- a. Group Leaders will be allocated a finance code for their group and must use this on all financial documentation. A register of attendees should be maintained together with details of group session fees collected at each meeting and paid to the Treasurer.
- b. Group revenue should be submitted to the Treasurer in a timely manner, preferably monthly, however agreement can be made with the Treasurer to extend this time.
- c. Under no circumstances is a group allowed to open their own SDu3a bank account for collecting and paying over monies.
- d. The Group Monthly Return form must be completed and submitted to the Treasurer at the same time as the payment of monthly revenue. The form is available in the Group Leader's Folder and on the SDu3a Website under the News and Information/Forms tab.
- e. Group Leaders can pay in their monthly group income to SDu3a by one of the following methods, full details are available in the Group Leader's Handbook.
 - **By post**
 - **By online bank transfer**
 - **In person at Monthly Update Meetings**
- f. Group Expenses for refreshments are deductible from the fees paid by group members. This should be recorded on the monthly group income form and receipts provided.
- g. The Treasurer has the responsibility to work with the Chair and Groups' Co-ordinator to address regular occurrences of late payments.

3.4 50/50 Funds

- a. The Treasurer is responsible for the ticket sales, division of monies taken, payout out of prizes and reporting the expenditure and balance of the 50% reserved fund.
- b. The draw is open to all u3a members, including committee and keyworkers and to non-members. Group Leaders can obtain a supply of tickets to sell to their own group(s).
- c. The draw will be made at each monthly update meeting and Income from the sale of the 50/50 draw is divided (50% each) between prizes each month for the winning tickets and a separate fund for group activities / equipment (these expenses have to be agreed by the Committee).

3.5 Gift Aid

The Membership Secretary shall be the HMRC recognised contact and is responsible for record keeping (utilising Beacon as much as possible) and submission of the annual gift aid claim. Gift Aid for 1st April to 31st March each year will be claimed annually in November.

3.6 Donations

From time to time donations are made for various reasons. Where the donation is a bequest or for a specific use/group, the Treasurer will ensure that the money is "ringfenced" and used only for the purpose it is intended for. If possible, the donation can be added to our gift aid submission.

4. PAYMENTS

The Treasurer is solely responsible for the timely payment / reimbursement of the following:

- a. Rentals will normally be paid within 3 days of receipt of invoices.
- b. Purchases – Separate forms are available for purchases under and over £25.00. These can be found in the Group Leaders' handbook and on the website under the news and information / forms tab. In all cases, the cost will be reimbursed by the Treasurer following receipt of the completed forms and receipts.

- c. Purchases of equipment over £25 need prior approval of the committee with the exception of those made from 50 / 50 draw funds and restricted funds which the Treasurer approves.
- d. Group Leaders, providing materials, may reflect any reasonable costs in their session fee – or may sell materials directly to their group.
- e. As the group session fee pays for room hire and refreshments, it must not be used to provide gifts or prizes to that group. If these are required, a separate collection must be made from members of that group.
- f. Any expenses which are not part of the group activity, such as lunches and meals out cannot be claimed as they are not deemed to be SDu3a activities.

4.1 Expenses

Mileage/Travel Claims – Mileage/Travel Claims Form

Mileage will be paid using the HMRC recommendation of £0.45 per mile for the use of your car for SDu3a committee purposes such as attending meetings, or as a Group Leader reconnoitring walks etc. Any parking charges may also be included. **SDu3a is not responsible for any parking fines incurred whilst on SDu3a business.**

Completed forms with receipts, where applicable, should be returned to the Treasurer monthly for payment. **DO NOT TAKE PAYMENT FROM YOUR GROUP MEMBERS' SESSION FEES.**

Expenses Claims – non travel

Use the form (available in the Group Leaders handbook or on the Website to claim non-travel expenses that you may incur, for example photocopying. Prior approval is advisable.

4.2 Trips/outings (not including the Theatre Group)

Groups intending to make a visit requiring organisation of hired transport should adhere to the following procedure, which is required to validate the u3a insurance cover:

- a. Complete a Notice of Proposed Outing/Trip Form (available in the GLs Handbook and on the website) and submit the form to the Groups Co-ordinator for committee approval.

- b. Before the trip takes place, all monies (which must cover the full cost of the trip) collected by the Group Leader must be handed with the completed form to the Treasurer. The Treasurer will then be responsible for banking the money and paying the invoices from the SDu3a bank account.
- c. SDu3a does not organise holidays. These should always be arranged through a travel agency/company so that SDu3a members are covered by the Travel Company's personal liability insurance. All payments should be made directly to the Travel Company and not to SDu3a. Members should be advised to take out their own personal travel insurance.

4.3 Trips/outings for all groups including the Theatre Group

- d. Events such as theatre trips, visits or educational days out must be charged at cost and all participants pay appropriately. The costs paid by members must cover out-of-pocket expenses.
- e. The organiser of an event must not benefit from any discount (e.g. a free place) offered by the organisation providing the event. The value of free places must be shared out among all participants to the event.
- f. Out-of-pocket expenses can be paid to an organiser out of the money collected for the event. As all u3a members offer their services free to the movement, the organiser(s) must not get any pecuniary reward for organising an event.

The SDu3a Theatre group, due to its size, has a separate accounting system but follows the same principles as mentioned in 4.2 above and it is the responsibility of the Treasurer. The SDu3a Theatre Group holds a cash float of £200.00 and a National Westminster Bank Card for Theatre Group Activities.

REFERENCES

SDu3a Finance Policy
U3a financial matters/policy