



Group Finance Guidelines – Evesham and District

1. Introduction - Background

Evesham and District u3a exists to serve the interests of its members, and these interests are served by the various groups that have been set up by the members.

The local u3a has rules and policies that any organisation has to ensure that the groups and branch run effectively and efficiently This includes requirements by being part of the Third Age Trust and all legal requirements including Charity law.

All funds and assets belong to the local u3a committee. Any group funds held in a u3a bank account are ring fenced for the group.

This document sets procedures as to how groups control and manage their finances contained in the Finance policy of Evesham and District u3a.

2. Managing Group Fund

2.1 Raising funds

Options for paying into group funds are:

- Each member pays when they attend a group meeting
- Each member pays at fixed intervals, irrespective of attendance
- Each member pays when group funds are running low

Once collected, money cannot be paid back to members directly as it has become committee funds. Excess group funds can be reduced by having a payment “holiday”.

2.2 Handling Funds

Money spent by a group can only be used for the benefit of members in accordance with the objective of the Evesham and District u3a – “to advance the education and, in particular, the education of older people and those who are retired from full time work, by all means including associated activities conducive to learning and personal development.

- **Transfer to u3a bank account** – funds to pay any hall hire that the group incurs. Invoices should be paid by the Treasurer to ensure u3a insurance covers the activities. Plus, any funds over the cash float limit agreed with the Treasurer. 3 ways to pay in:
 - Personal bank accounts can be used to transfer money online into u3a bank account. Note group in Reference field.
 - Paid directly into the bank with a paying in slip. Details to Treasurer
 - Cash can be paid into Post Office – with a paying in slip. Details to Treasurer please as Lloyds do not always show slip number!

- Bank Account Details:
 - Name of Account** Evesham and District U3A Groups
 - Sort Code** 30-54-66
 - Account Number** 31190960
 - Note: separate bank account(s) opened for groups with substantial income and high number of transactions (currently only Concert Group)
- **Cash float**- use for payment of items not requiring payment by local u3a
 - Consumable assets – refreshments, paper, other small items
- **Bank Funds** – are then available pay hall fees and/or other significant costs. Also to purchase assets by requesting payment via Treasurer.

3. Keeping Accounts

It is the responsibility of the group (not necessarily the group leader) to keep accounts of their income and expenditure, and records must be available for the Treasury team to inspect. Records can be either using own spreadsheet or written records. Beacon group records can also be used if easier (they do not get automatically added to the overall Beacon accounts).

Group accounts need to include all the income received from members and all expenses. Receipts must be kept. The accounts need to include:

- Income from members broken down per meeting (if this is how funds raised)
- All expenditure giving a description of what the money has been spent on and receipt yes/no
- All payments of funds to and from the u3a account
- A running total of petty cash

4. Items which do not have to be recorded

Where payment takes place directly between member and supplier e.g.

- Contributions to refreshments in member's homes
- Payments to a pub/restaurant when at a group social gathering
- Entry fees to garden or house
- Transport fares and theatre tickets when purchased individually
- Membership fees to clubs

5. Paid Tutors

The u3a movement is founded on the principle of shared learning and it is not envisaged that people from outside will be paid to lead or tutor a u3a interest or activity group. However, the Committee may agree that in some circumstances a paid leader or tutor is appropriate for the success of the group.

It is vital that the Committee ensures the person is not a de facto employee of the u3a and has their own Public Liability insurance as neither Employers nor Public Liability is provided through the Third Age Trust.

The Evesham and District Trustees will consider the use of a Paid Tutor upon the receipt of a completed Paid Tutor form (and copy Public Liability certificate) confirming:

- They are not a member of any u3a
- They are registered self employed with HMRC for tax and national insurance for the purpose of being a tutor
- They have PL insurance with an indemnity of a minimum of £2m and provided a copy of their current Certificate of Insurance which will be updated annually

Group Requirements

- Neither permanent or temporary tutors to be used until form completed and sent to the Trustees; and they have confirmed the group may proceed.
- Payments are made directly to the tutor
- The group will not be subsidised by the u3a.