

Financial Policy – WestWiltsu3a

This policy reflects new banking procedures and is based partly on the suggested template provide by The Third Age Trust and incorporates the WWu3a policy dated 2019 and the 2020 policy on purchase of capital equipment.

Trustees' financial responsibilities

The trustees are responsible for:

- Safeguarding the assets of the charity.
- Identifying and managing the risk of loss, waste, theft, or fraud.
- Ensuring the financial reporting is robust and of sufficient quality.
- Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc).
- Preparing Annual Accounts in accordance with the governing document and relevant legislation.
- The accounts should show a true and fair view of the situation of the u3a.

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. To enable the trustees to carry out these responsibilities, the financial procedures detailed below will be followed.

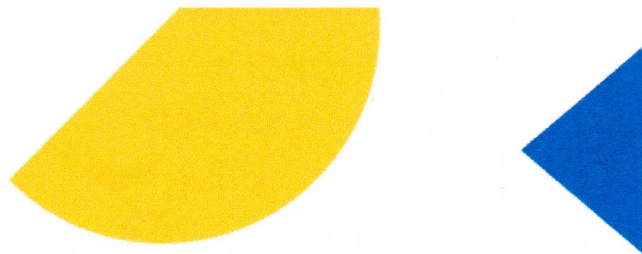
A copy of this policy will be made available to members on the website.

The policy will be kept under review and revised as necessary.

1 Banking

1.1 Bank accounts

- 3 accounts are maintained with Barclays, [General, Groups and Trips]
- Changes to the bank mandate may only be made by a decision of the trustees, which must be minuted.
- The authorised signatories are the [Chairman, Treasurer and Barry Reeves]. This responsibility cannot be delegated.
- Dual signatories/approval are not required, either on cheques or on transactions.
- All bank statements must be sent to the Treasurer directly.
- Blank cheques will never be issued.



1.2 Online banking

Online operation of the bank accounts is in place and only trustees approved by the committee will have access to this facility. The security of the online system is in line with the arrangements offered by Barclays and in accordance with the mandated approval limits.

1.3 Bank cards

Operation of the online banking service is under the control of the Treasurer who has full access rights and is responsible for assigning the appropriate delegate rights, as agreed by the committee and in accordance with the bank mandate. All payments are authorised in accordance with the bank mandate.

The Treasurer holds a debit card for each of the 3 bank accounts.

1.4 Personal debit or credit cards

The use of personal debit or credit cards for interest group activities needs to be closely managed. Permission must be sought from the Treasurer where a group feels that there is no other viable way to make payments.

2 Groups' and Trips' finances

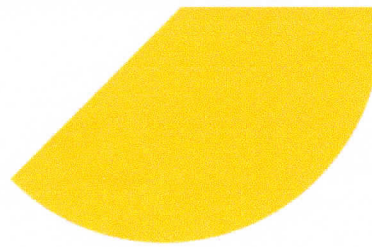
Interest groups are expected to be self-financing and can collect such sums of money as the group members and leadership deem to be necessary to undertake their activities. The funds of these groups belong to the u3a. Groups are permitted to make any expenditure deemed necessary by the group members and the group leadership and can withdraw money on request from the ring-fenced funds held by the u3a on their behalf, as appropriate.

The trustees may approve a start-up loan if necessary, but this should be recovered from the subscriptions paid by group members over an agreed period.

All members of groups that collect or spend over £100 per year have the right to receive a detailed account from the Group Leader on request, at least annually. This account must show all money collected, expenditure made, money transferred to the Groups bank account and any money retained as a cash float.

Groups collecting less than £100 per year are not obliged to keep detailed records but are strongly advised to do so as group members still have the right to know what happens to their money.

Keeping of proper accounts will serve the following purposes.



- Allow the Treasurer to keep accurate accounts for presentation to the AGM, for discussion with the trustees and to meet regulatory requirements.
- Allow the group members to understand how their monies are being managed.
- Maintain transparency and trust for all concerned. It will help to defend group leaders in the, admittedly unlikely, event of any allegations of mismanagement.
- Allow group leaders to maintain cash floats, but this should be minimised as it would not be covered by the Third Age Trust Insurers.

2.1 Receipts

To manage the handover of cash and cheques to be paid into the Groups bank account the committee has decided that:

- Bank paying in slips and cheque deposit envelopes will be provided on request to enable banking via the Post Office.
- Cash deposit cards will be provided on request to enable the required separate banking of cash via the Post Office.
- Group leaders may pay sums due by issuing their own cheque or paying online through their own bank account.
- It is preferred that Group Leaders carry out the banking themselves and provide written account of the detail to the Treasurer, particularly where net sums are banked and/or a cash float is retained.
- In the event of any difficulties the Treasurer will accept monies passed to him for banking.

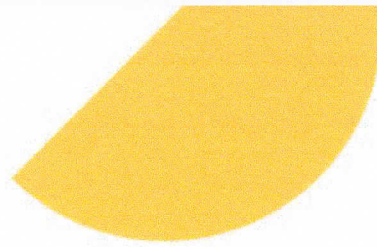
2.2 Payments

- Payments to suppliers for venues, coaches, tutors, equipment etc must be carried out by the Treasurer. In this way the u3a will accept full responsibility for the transaction.
- Payments to Speakers must also be carried out by the Treasurer and where charities are involved it must be made clear that it is a speaker fee and not a donation.

Group Leaders are responsible for ensuring the self-employed status of any tutor and the tutor should invoice WWu3a directly.

2.3 Equipment

- Should a group require specific equipment, then with the full agreement of group members and with funds available to cover the cost, the Treasurer will be approached to make payment for the identified equipment, from the Groups account.
- For equipment costing more than £100, it is expected that 3 comparison competitive quotes would be provided.



- The Treasurer will complete any necessary warranty forms and enter full details onto the Asset Register.
- Whilst the equipment will be primarily used by the purchasing group, who are responsible for routine maintenance, it is expected that in the spirit of cooperation the equipment could be lent to other groups.
- In the case of regular requests, the borrowing group could be asked to contribute towards the cost of ownership, which would involve the Treasurer arranging a transfer of funds.
- All items owned by or on loan to the WWu3a are covered against 'All Risks' by the Third Age Trust Insurers. However, the equipment must be kept under lock and key if it is ever held at a place other than the home of a u3a member.
- Should a group close, any equipment or cash assets held will become the property of WWu3a, after one year of inactivity. Individual group members will have no claim over the equipment or cash.

2.4 Social activities

Events such as theatre trips, visits or educational days out must be charged at cost and all participants pay appropriately.

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.

For overnight or extended trips, it is recommended that members pay direct to the tour operator.

3 General finances

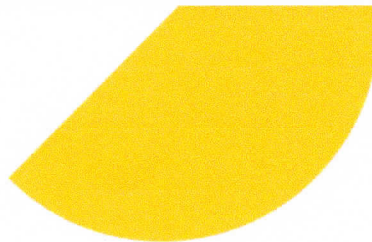
General funds include membership subscriptions, gift aid and other donations. These funds are unrestricted and are available for the benefit of the wider membership.

3.1 Receipts

All receipts are handled by the treasurer and mirror the payments to the General bank account and reflected in the Beacon General ledger.

3.2 Payments

The major percentage of payments relate to Third Age Trust contributions and are made by the Treasurer without further approval required from the Trustees.



The next major expense is that of the WWU3A quarterly magazine. These costs should be monitored by the editor, with each edition quoted for before proceeding to print. With quote approval, the Treasurer will arrange payment.

The Treasurer will make payments in respect of the routine hiring of venues for regular meetings and for speakers at monthly meetings.

3.2 Equipment

As a rule, all general equipment purchases should be approved by the Trustees. However, for equipment cost at £100 or less – the rule may be relaxed providing approval granted by either the Chairman or the Treasurer for a justified expense. The Treasurer will add details to the asset register.

4 Expenses policy

Out of pocket expenses incurred by the volunteers who are involved with running the u3a will be reimbursed. Expense claims must be submitted with receipts. Expenses will include – with committee approval – attendance at the Trust's AGM and Conference or national/regional workshops.

All claims need to be made on the appropriate form (copies available from the Treasurer) giving sufficient detail as to the nature of the expense.

Expense claims should reflect the cheapest travel option available. Travel by car will be reimbursed at the current HMRC approved rate for the actual mileage travelled. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed.

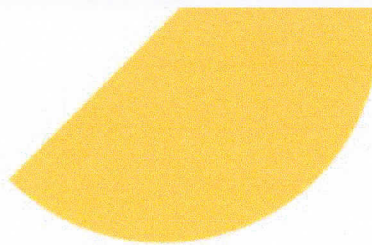
Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the executive committee.

5 Asset register

An asset register will be maintained by the Treasurer showing all assets held including their initial purchase price, date of purchase, estimated nominal value and location.

6 Reserves

WWu3a aims to keep a level of reserves that will cover 6-9 months of regular operating activity. This is considered by the committee a reasonable level for this type of charity.



Social account activities are excluded from this figure as these activities are inflated by high-cost activities such as theatre visits and days out and are entirely self-financing.

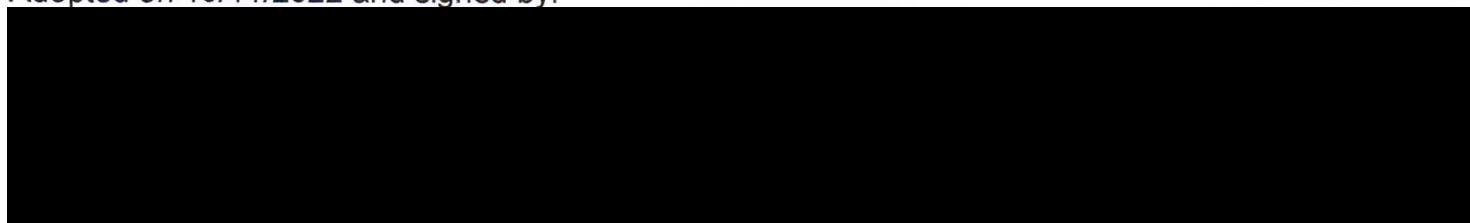
7 Annual Accounts

The annual accounts will be based on the financial statements automatically generated by our Beacon software and will include specific balances for the individual groups.

As per Charity Commission rules, total income of less than £25K does not need to be examined nor is there a requirement to submit accounts with the annual return.

For total income more than £25K, an independent examination (not an audit in our case) will be required. However, the Independent Examiner does not need to have specific qualifications and could be another u3a member (but not a Trustee, nor related to a Trustee)

Adopted on 19/11/2022 and signed by:



Dennis Drewett
Chairman

Ken Foster
Treasurer

West Wilts u3a Financial Policy v2.0