

Kings Hill & District u3a

FINANCIAL POLICY AND PROCEDURES

TRUSTEES' RESPONSIBILITIES

All Trustees must ensure that their u3a:

- Abides by its constitution.
- Safeguards its assets.
- Exercises effective control over all of 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.

All funds and assets belong to the u3a regardless of which activity or interest group creates them, so the Trustees are responsible for their safekeeping.

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 Kings Hill and District u3a complies with the above.

1. INTERNAL FINANCIAL CONTROLS.

- No single person shall have sole responsibility for monetary transactions.
- **Charities Aid Foundation Bank:** The approved signatories are the Chairperson, Business Secretary, Treasurer and Deputy Treasurer. Internet payments shall have dual authorisation by two approved signatories.
- **Cheques** shall be signed by two approved signatories. No blank cheques shall be signed.
- **Petty cash** is not held by the Treasurer or any other member of the Committee.
- **The Chairman** can spend up to £50 without prior authorisation.
- **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.

2. REGULAR CHECKS AND PROCEDURES

The Treasurer shall keep accounts on a Cash Receipt & Payments Basis. Kings Hill & District u3a's financial year is 1st April to 31st March.

The Treasurer shall produce a half yearly report in November of the full accounts to the Trustees, and a full report and full accounts prior to the AGM. Prior to presentation of the final accounts, an independent person should check that accounting procedures have been properly carried out. Trustees should be vigilant to prevent loss, waste, theft etc., of the charity's assets.

i. Budgets and Reserves

An annual budget shall be agreed in November for Kings Hill & District u3a as a whole based on current account headings. Budgets for **any** event should be decided prior to the event being arranged.

Special expenditure should be referred to the Committee for approval.

Kings Hill & District u3a aims to keep a level of reserves one year's running costs; currently approx. £8,000, which will cover regular operating activity (excluding social activities), bearing in mind that major expenditure (Beacon, Capitation, and the Third Age Magazine) falls due in April.

ii. Payments to Speakers

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

iii. Group & Social Activities

Events such as theatre trips, visits or educational days out must be charged at cost and therefore **all** participants will pay the same cost for the event/activity. The costs paid by members should also normally cover out-of-pocket expenses.

The organiser of an event must not benefit from any discount (e.g., a free place) offered by the organisation providing the event/activity. The value of free places must be shared out among all participants to the event so that all participants pay the same cost for the event/activity.

Authorised mileage costs for an event/activity will be charged to that event as an expense and be paid to an organiser out of the money collected for the event/activity, or from Kings Hill & District u3a general funds, **if the Executive Committee approves this.**

As all u3a members offer their services free to the movement, the organiser(s) must not get any pecuniary reward for organising an activity/event.

iv. Group Leaders' Accounts

Group Leaders should keep simple accounts on a Receipts and Expenses basis. These accounts should be presented to their groups for checking at the end of March to maintain transparency and trust, and then submitted to the Treasurer to be included in the end of year accounts. Cash held by each group at the end of the financial year should not exceed £100.

Groups should be self-financing. Sufficient funds should be collected before paying bills so that personal money is not used. Groups may book their own venues but receipts should be kept with their accounts.

Where trips are arranged with self-transport and members paying their own entry fee, records of these transactions need not be kept.

Money for events for which members pay cheques to Kings Hill & District u3a (which must be made out in full to **Kings Hill & District u3a**) and tickets and/or travel are purchased on their behalf by the Kings Hill & District u3a, are accountable by the Treasurer, and invoices must be obtained, before payments are made.

v. **Assets Register**

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.

vi. **Bank Cards**

Kings Hill & District u3a does not generally approve the use of personal debit or credit cards for running the organisation. However, committee members may spend up to their cost centre budget limit using any payment method and apply for reimbursement from the Treasurer, with receipts.

3. MISCELLANEOUS ISSUES

i. **Card Payments**

If there is no other way of dealing with a transaction (not subject to 2.v above) other than by card payment, then permission must be sought from the Treasurer.

ii. **Official Mileage**

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.

iii **National Conference/ Regional Workshops**

If reserves allow, Kings Hill & District u3a will pay the cost of up to two delegates to the National Conference, including hotel accommodation, plus mileage at the agreed rate.

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. Expense claims will be authorised by the executive committee and no committee member should authorise their own claim.

Expenses will include – with committee approval – attendance at the Trust's AGM and Conference or national/regional workshops.

iv **Group & Social Activities**

Mileage allowance for essential travel for organising activities/events, can be claimed at the agreed rate. Please see, **2. iii. Group & Social Activities**, previous page.

v. **Other Expenses**

Other out-of-pocket expenses could be considered by the Committee individually on their merits. Receipts must be provided for reimbursement. Currently no other expenses are paid to volunteers.

vi. **Gift Aid** will be claimed by Kings Hill & District u3a in line with HMRC guidelines.

Financial Policy and Procedures adopted by Kings Hill and District U3A Committee:-

Date.....21/12/22... Policy Review Date ...December 2025..

Policy available for viewing by members on KH&D u3a website at www.kingshillu3a.org.uk



APPENDIX: TAT

SPEAKER'S CHARITY DONATION FORM

To Kings Hill & District u3a:

Please pay the fee / expenses due to me as speaker at your u3a meeting on to the following charity:

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being a donation paid on my behalf to that charity.

Signed:

Date:

Print Name: