

# **BROXBOURNE u3a FINANCIAL POLICY DOCUMENT**

## **1 Trustees Financial Responsibilities**

- 1.1 The trustees of Broxbourne u3a 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 state-of-affairs of the u3a
- 1.2 Trustees are jointly responsible for keeping full financial records. To enable the trustees to carry out these responsibilities, the financial procedures detailed below will be followed.
- 1.3 A copy of this policy will be given to all trustees on their election or appointment to the committee and made available to members on the website.
- 1.4 The policy will be kept under review and revised as necessary.

## **2 Banking**

- 2.1 All bank accounts are in the name of the u3a and operated by the trustees
- 2.2 New accounts may only be opened by a decision of the trustees, which must be minuted.
- 2.3 Changes to the bank mandate may only be made by a decision of the trustees, which must be minuted.
- 2.4 The authorised signatories are the Chairman, Secretary and Treasurer and other trustees as appointed by the committee. This responsibility cannot be delegated.
- 2.5 All cheques must be signed by two signatories.
- 2.6 All bank statements must be sent directly to the Treasurer.

## **3 Online Banking**

- 3.1 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.
- 3.2 Payment by online banking overrides the dual control aspect of the payment authorisation process. In view of this the Treasurer will report all such payments to the committee monthly

## **4 Payment by Bank Cards**

- 4.1 The issue of any bank debit or credit card in the name of Broxbourne u3a will be approved by the committee. The committee will predetermine the spending limits for any card. This may be per transaction, per day or per month.
- 4.2 All transactions made by such cards will be reported to the committee monthly by the Treasurer.
- 4.3 All such payments must be supported by an invoice or receipt made out to Broxbourne u3a.

## **5 Groups Finances**

- 5.1 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.
- 5.2 The funds of the interest groups belong to Broxbourne u3a.
- 5.3 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 ringfenced funds held by Broxbourne u3a on their behalf in the Social Account.
- 5.4 Where a group uses a paid tutor, they must provide evidence of their self-employed status and invoice the u3a.
- 5.5 Group Leaders should maintain a simple cash book to record all income and expenditure.
- 5.6 Group Leaders will submit an annual year end statement to the Treasurer, detailing total income and expenditure for the year and the balances carried forward at the year end.

## **6 Social Activities**

- 6.1 Event such as theatre trips, visits or education days out must be charged at cost and all participants pay appropriately. The costs paid by members must cover out of pocket expenses.
- 6.2 The organiser of an event must not benefit from any 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.
- 6.3 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.

## **7 Payments to Other Charities**

- 7.1 In line with charity law, a u3a cannot raise funds for another charity that does not have similar charitable objectives.
- 7.2 Where a speaker requests that their fee is paid to a charity of their choice, this will only be done if the speaker gives the Treasurer written authority to do so.

## **8 Expenses Policy**

- 8.1 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 committee and no committee member should authorise their own claim. Expenses will include, with committee approval, attendance at the Trust's AGM and Conference and national and regional workshops.
- 8.2 All claims need to be made on the appropriate form (available from the Treasurer) giving sufficient detail as to the nature of the expense.
- 8.3 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.

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

## **9 Membership Fees**

9.1 The membership fee is reviewed on an annual basis. Broxbourne u3a is committed to keeping the membership subscription as low as possible to ensure that the u3a remains accessible to all members.

9.2 For u3a members who can evidence membership of another u3a Broxbourne u3a will reduce the cost of membership by the amount that is paid to the Trust for each member.

## **10 Asset Register**

10.1 An asset register is maintained by the Treasurer which records all assets held including their initial purchase price, date of purchase and location. The register is reviewed annually.

## **11 Reserves**

11.1 Broxbourne u3a aims to keep a level of reserves that will cover a minimum of six months of regular operating activity. This is considered by the committee a reasonable level for this type of charity.

11.2 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-funding.