

## BURTON-on-TRENT u3a

### INTEREST GROUP FINANCIAL POLICY

#### PURPOSE

This Policy applies to Interest Groups only and covers those items particular to Interest Groups. A separate Financial Policy details items that apply to all u3a and should be referred to in conjunction with this policy. There are separate policies for Social Activities, Luncheons and Sunday Lunches.

I&E standards for Income and Expenditure.

#### SESSION FEES

The session fees are intended to cover the cost of venues and speakers.

1. All groups with no venue cost - no session fee  
These groups would fund the purchase of their equipment up to the cost stated on the Group I&E form with No Venue
2. All groups with a venue cost – suggested £1.50 session fee
3. All groups with a paid speaker – suggested £2 session fee

Groups which have a mixture of the above would pay the appropriate fee for that meeting

If these costs do not enable the aim of groups being self-funding then the venue costs would be looked at on an individual group basis: feel free to discuss with the Treasurer and Interest Group Secretary.

Attendance at group meetings is variable and so coordinators have the flexibility to change fees throughout the year while aiming to be self-funding.

#### GROUP MEETINGS

It is the responsibility of the Co-ordinator to collect the session fee from **all** attendees.

Coordinators or their deputy are exempt from paying session fee to a maximum of one exemption per session.

All attendees including any visitors, Group leader, Group Teacher etc pay a session fee A visitor / non-member is someone who is not already a member of Burton on Trent u3a.

The attendance register must be completed with details of all attendees **including** the coordinator. This is for insurance purposes.

#### MONTHLY RETURNS

Returns must be submitted to the Interest Groups Secretary if no income or expenditure or to the Treasurer if there is any income or expenditure.

Returns must be submitted at the end of every month along with -

- 1 Attendance Register showing details for **1 month only**
- 2 The Group I&E Form. This form must show all money collected less allowed deductions up to the **maximum** stated on the form for groups charging a session fee (interim payments are not allowable)
- 3 Cheques should be made payable to Burton-on-Trent u3a
- 4 Payment can be made Bank Transfer by prior agreement with the Treasurer however the I&E must be sent same day. Please contact the Treasurer for electronic forms.

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Deductions that are **permissible**:-

- Photocopying / printing costs for the administration of the group at rate on the I&E form
- Other small costs such as postage and stationery. Claims must be supported by receipts if possible

Deductions that **cannot** be claimed:-

- Ink cartridges
- Refreshments, including speaker refreshments
- Travel and parking costs, including speaker
- Cards such as condolences, anniversary etc
- Thank you cards and gifts
- Consumables e.g. all materials for an individual's use including workbooks, worksheets, music, art and craft. and any photocopying / printing / purchase.

### EQUIPMENT

Prior to purchase of items or equipment over the limit stated on the I&E form, a request form must be sent to the Treasurer [treasurer@botu3a.org](mailto:treasurer@botu3a.org) for consideration at the next committee meeting.

All purchases under the limit stated on the I&E form and deducted from your session fees must be itemised on the Group I&E form, supported by receipt(s) where possible.

All group purchases become the property of the u3a, even purchases by groups where session fees are not paid.

All equipment no longer required or used must be returned to the Interest Group Secretary [groups@botu3a.org](mailto:groups@botu3a.org)

### VENUES

All payments for venues must be paid by the Treasurer

Any venue already used by a u3a group is available without committee approval for any group to use. The group coordinator must inform the Interest Group Secretary of any venue change.

Venues new to the u3a must be approved by the committee prior to use with costs and Terms and Conditions sent to the Treasurer for approval. Any other conditions required by a venue must be forwarded to the Treasurer for approval and signature.

### PAID SPEAKERS / TUTORS

The ethos of the u3a is self-help participative learning by using u3a speakers from our own and other u3as.

Speakers from another u3a would be allowed to claim travel and refreshments as long as under £75.

External speakers are allowed when no u3a member is available. They will be paid up to a maximum of £75, which includes any travel costs and refreshments.

The excess cost of any speaker over £75 must be met by the group members.

Requests for speaker payments must be made to the Treasurer in sufficient time to allow for cheques or bank transfers to be approved and raised.

Paid tutors cannot be used because of the implications of employment status.

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**BEACON**

To maintain privacy and confidentiality, Beacon is the system we use to send emails to group members.

New group members should be added to Beacon. Old members who have not attended for six months should be removed from Beacon on a rolling calendar month basis.

**BURTON ON TRENT WEBSITE**

Our website should be maintained so that information about the group and future activities are available to all members.

Passed by committee March 5, 2024

Next review date: February 2025