

The 4 interim steps for Financial Procedure implementation are:

- a) group leaders are asked to provide the treasurer with details (name of account, account number, bank and names of signatories) of any bank accounts used by their group
- b) group leaders are asked to ensure that the account requires operation by two members in accordance with the procedure
- c) any members currently paying U3A funds into a personal bank account must cease to do so with immediate effect
- d) group leaders are asked to provide a signed income and expenditure statement to go with the annual accounts – date for preparation to be set by treasurer.