

Crawley u3a

Financial Policy – Committee delegated decision schedule.

This sheet as at the 10th January 2024, sets out the decisions of the Committee in discharging their responsibilities under the Crawley u3a Financial Policy. The Financial Policy was originally approved on the 29th March 2022 and last formally reviewed on the 8th March 2023. The latest update was issued in January 2024.

The para numbers in the tables refer to the paragraph numbers within the Financial Policy. Where a decision has been amended over time only the current decision is recorded. For more detail on how a decision was determined then refer to the associated report on the agenda of that meeting, these can be found on the Crawley u3a website.

Decision taken on the 10th January 2024

Para number	Decision
5.2.1	<p>All individual purchases valued at £100 or above require Committee approval before any financial commitment is made. In accordance with best procurement practices to ensure value for money is delivered:</p> <ul style="list-style-type: none"> • any request for a purchase made to the Committee valued between £100 and £499 should be supported by 1 written quotation or estimate. • any request valued at £500 or more should be supported by 3 written quotations or estimates

Decision taken on the 13th December 2023

Para number	Decision
10.8	<p>Restricted Funds</p> <p>Criteria</p> <p>The Committee, will use the unallocated Restricted Fund balance to allocate money to groups that are:</p> <ul style="list-style-type: none"> ○ struggling to cover their costs due to a falloff in membership numbers, ○ incurring sudden and unexpected costs, ○ where the deficit has arisen from a change in policy or external change in governing legislation, or ○ as a ‘start-up’ grant towards the initials costs of getting the group up and running. <p>Procedure</p> <p>When a request has been received from a Group or combination of Groups to cover deficits, the Committee will initiate a ‘Fee Review’ that will ensure the following series of actions have been worked through with the affected Group(s), to ensure their finances cannot be improved before considering the application.</p> <p>During a ‘Fee review’ the Group(s) will need to show that it has:</p> <ul style="list-style-type: none"> • Marketed the group to improve attendance numbers. • Reviewed the Group’s cost base to see if costs can be reduced (i.e., alternate accommodation, revised operating times etc.). • Reviewed the delivery methods of the group, to see if things could be done more efficiently and effectively. • Considered the scope to increase the fee to balance out the costs being incurred.

	<p>Once this has been done the Committee will receive a request from the Treasurer to approve the application.</p> <p>Where a request arises from a change in internal Policy or from changes in external legislation or guidance, then the Committee will receive a report from the Treasurer setting out the background and implications before improving the application.</p> <p>Start-up Grants</p> <p>A new group will be allocated a grant of £100 to cover initial start-up costs. This could include:</p> <ul style="list-style-type: none"> • room hire for initial meetings, • purchases of small equipment to get the group operational, or • cover income shortfalls due to low attendance numbers until the group have got themselves established. <p>The Treasurer will provisionally allocate the grant to the group once it has received the go ahead from the Committee. After the Group's first year of operation the Treasurer and Group Leader will review and agree the actual amount to be allocated. If the costs exceed £100, then the Group Leader will have to take the excess into account when setting their Group's ongoing fee level. If the costs are less than £100 then the unused amount will be returned to the Restricted Fund.</p>
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Decision taken on the 4th October 2023

Para number	Decision
2.1/ 5.3.1	<p>Members would be permitted to sell items at monthly meetings and coffee mornings for other Charities provided that:</p> <ol style="list-style-type: none"> 1. The Charity concerned was not one whose aims conflict with the principles of the u3a movement i.e. it must be non-religious and non-political. 2. Permission is obtained beforehand from the Committee. The Committee is favourably disposed towards members raising funds for small local charities, whose resources are limited. 3. The seller makes clear in all advertising, promotional material and display, the relevant Charity they are collecting for. 4. The proceeds are shared on a 50:50 basis with the Charity, with our 50% being taken as the Charity's contribution towards our room hire cost. 5. No sales take place at the AGM, Christmas Party, or Annual Open Day due to lack of space. <p>The Committee may consider waiving any of the above provisions where:</p> <ul style="list-style-type: none"> • The sale is a "one-off" • The goods being sold have been made by the sellers themselves, at their own expense and time.

Decision taken on the 9th August 2023

Para number	Decision
5.4.2	<p>If a Room-based group wishes to meet at a venue with higher rental costs than those charged by St Pauls, and is unable, at their current membership level, to cover their running costs by charging the standard group attendance fee, then they will be expected to charge a supplement fee sufficient to cover their running costs. This supplement will be agreed with the Treasurer and reviewed on an annual basis.</p>

Decision taken on the 12th April 2023

Para number	Decision
5.6.1 & 5.7.1	<p>The following definitions were adopted:</p> <p>Paid Tutor - Someone who by working with an individual member or group of members imparts skills and knowledge on a regular basis over an agreed period of time.</p> <p>Speaker – Someone who imparts skills and knowledge through a single lesson or event.</p> <p>Who pays for the cost of the Paid Tutor or Speaker was determined to be as follows:</p> <ul style="list-style-type: none"> • Speakers at monthly meetings will be funded through the annual membership fee. • Paid Tutor will be funded by contribution from the members of the activity group that benefit from the learning. • Speakers at Activity Group’s will be funded by contribution from members of that Activity Group. <p>The Committee may determine to use the services of Speakers or Paid Tutors as an integrated part of an initiative or plan to help any individual Activity Group to improve and prosper. This will be funded out of reserves.</p>
5.5.3	<p>On a Study Trip or Holiday, the determination as to how any discounts or benefits offered to the trip are applied will be down to the agreement of those Members who are attending that event. All cost implications must be accommodated within the overall costs of the trip.</p>
5.5.3	<p>For a Study Trip or Holiday to be accepted and endorsed as a u3a Trip, the Committee will need to be provided with both the full costings of the Trip and the Risk Assessment in advance of the Trip being advertised to Members or branded as a u3a event.</p>
5.8.1	<p>If the attendance of a Carer does not increase the costs to the u3a then Carers will be able to attend Activity Groups free of charge.</p> <p>If a Member wants a Carer to go with them on a paid trip or outing, then the Member will have to pay the same level of contribution for the Carer as any other Member would towards the costs of the trip or outing.</p>

Decision taken on the 8th February 2023

Para number	Decision
5.1.5	<p>Deferment Rules</p> <p>Group Leaders can determine when a deferment of fees already paid for the current term can be transferred into the following term. This would normally follow a request from a member. It can be applied if one or more meetings have been missed for any of the following reasons:</p> <ul style="list-style-type: none"> • Illness (especially if of an infectious nature, such as Covid) or hospitalisation. • Bereavement. • Caring for a close family member due to illness or bereavement. • Attending a funeral. • Where a member is unable to physically get to a session, due to either bad weather or lack of transportation making it impossible for them to attend. <p>An automatic deferment should be applied if the Venue cancels the session for whatever reason.</p> <p>Deferral should <u>not</u> normally be permitted:</p> <ul style="list-style-type: none"> • When members miss meetings due to holidays or clashes with private social events. • Where a member wishes to participate in two different activities that are scheduled to take place at the same time. In these circumstances the two Group Leaders and the Member can agree the appropriate level of fees to be charged for each Group at the beginning of each term.

Decision taken on the 11th January 2023 and in red on the 12th April 2023

Para number	Decision
5.1.6	<p>Group attendance and Outdoor membership fees are waived for up to three Group Leaders per activity/groups, this includes day trips. No waiver is applied to Study Trips or Holidays.</p>

5.5	<p>It was agreed that trips involving nights away, which are judged to be holidays rather than study trips, should not be treated as falling within Crawley u3a's activities as they did not align with Crawley u3a's charity objects. Hence deposits for such trips should not in future go through Crawley u3a's bank account or financial accounts and members would need to pay the organiser or holiday operator directly.</p> <p>The following definitions were adopted:</p> <ul style="list-style-type: none"> • A Holiday will be defined as a trip involving merely travel to a destination, staying at least one night at that destination, and then travelling back to Crawley with no compulsory programme of activities. • A Study Trip would be the same as a holiday but would include some compulsory structured programme of activities or visits, designed to impart learning. <p>The default position is that holidays, being outside the charitable objects, are not u3a activities and should not therefore use any u3a branding, resources or bank account but that if any u3a branding, resources or bank accounts are used then the holiday will be seen as a Crawley u3a activity and the organiser be expected to follow our standard policies and procedures for any overnight activity, including the submission of a budget and risk assessment beforehand.</p>
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Decision taken on the 26th July 2022

Para number	Decision
4.1.4	The Assistant Treasurer is approved to set up, but not authorise on-line payments with the u3a's bank accounts when the Treasurer is not available.

Decisions taken on the 29th March 2022.

Para number	Decision
4.3.3	No debit or credit cards to be issued in the name of Crawley u3a.
4.4.1	General permission has been given to Groups Leaders to use personal Credit/Debit cards.
5.1.1	<p>Group Leaders can pay directly into the Bank, subject to their banking arrangement being risk assessed and approved by the Treasurer.</p> <p>Group Leaders can pay in receipts through their personal bank account.</p> <p>Receipts/electronic acknowledgements will be issued to Group Leaders where required.</p>

5.1.5	<p>Annual Membership fees are to be collected yearly on the 1st September.</p> <p>Activity Groups – Membership fees are to be collected yearly on the 1st October.</p> <p>Activity Groups – Attendance fees are to be collected as follows:</p> <ul style="list-style-type: none"> - Weekly Group – weekly on attendance - Fortnightly Group – weekly or termly in advance - All other Groups – termly in advance. <p>The Annual Membership will be reduced by 50% for any new Members joining on or after 1st March (six months into the year)</p> <p>The Activity Group Annual Membership fee is pro-rated on a termly basis for new Members joining after the start of the year.</p>
5.2.4	<p>Refund rules.</p> <ul style="list-style-type: none"> - No refund will be given on the Annual Membership fee, unless requested and considered by the Committee on a case-by-case basis. - No refund will be given on the Annual Activity Management fee for outdoor activities. - No refund will be given on Trips unless the place vacated can be filled by another paying Member. - No refunds on Attendance fees. Requests may be made for deferring paid Attendance fees, in accordance with the paragraph 5.1.5.
5.4.3	<p>Approval limits for incurrence of individual items of expenditure:</p> <p>Activity Group Leader – up to £20</p> <p>Treasurer – up to £100</p> <p>Executive Committee – all items above £100</p>
6.1.4	<p>Determined cost remuneration limits.</p> <p>Printing/photocopying - set as part of the annual fee setting process.</p> <p>Where possible large pre-planned print runs (10+ copies) should be directed to the main U3A printer controlled by the Membership Coordinator.</p>