



Dulwich and District u3a Financial Policy

1. Trustees' financial responsibilities

The trustees of Dulwich and District u3a are responsible for:

- Safeguarding the assets of the charity.
- Identifying and managing the risk of loss, waste, theft or fraud.
- Maintaining an overview of the financial management of the charity including value for money.
- 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.
- Ensuring the accounts should show a true and fair view of the state of affairs of the u3a.

To enable the trustees to carry out these responsibilities, the financial procedures detailed below will be followed.

A copy of this policy will be given to all trustees on their election/appointment to the committee and made available to members on the website.

The policy will be kept under review and revised as necessary.

2. Banking

2.1. Bank and credit card accounts

- All accounts are in the name of Dulwich and District u3a and operated by the trustees.
- New accounts may only be opened by a decision of the trustees, which must be minuted.
- Changes to the bank mandate may only be made by a decision of the trustees, which must be minuted.
- The authorised signatories are the Chair, Secretary and Treasurer. This responsibility cannot be delegated.
- All online payments and all cheques must be authorised or signed by two signatories.
- The signatories are responsible for examining the payment for accuracy and completeness.

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- The Treasurer is responsible for examining the payment documentation prior to signing a cheque, authorising an internet transfer or making a debit or credit card purchase.
- Bank and credit card statements must be available to and checked by all the authorised signatories.
- Blank cheques will never be issued.
- Whenever practical two people should be involved in counting cash receipts.

2.2. Payment by bank cards

The issue of any bank debit or credit card in the name of Dulwich and District u3a must be approved by the trustees. The use of these cards is permitted, where agreed by the trustees in advance, in recognition that online purchases for certain goods and services represents the most effective, and in some cases, the only method of completing the purchase. The trustees must determine the spending limits for any card.

2.3. Personal debit or credit cards

The use of personal debit or credit cards for interest group activities needs to be managed closely. Permission must be sought from the trustees where a group feels that there is no other viable way to make payments.

Prior approval must be given by the trustees for equipment and other items to be purchased for the use of Dulwich and District u3a or specific interest groups. In these circumstances, it may be appropriate for a member to purchase the equipment themselves and then claim the cost as a personal expense claim.

All invoices should be issued in the name of Dulwich and District u3a.

3. Procurement of goods or services for £300 or over

The procurement of goods or services of £300 or over, that are not subscriptions or pertaining to existing longer-term contractual arrangements with a supplier, must be authorised as follows. The £300 value applies to the total value supplied by one supplier in one financial year for the same good(s) or service(s). This may be a one-off payment or a series of payments regarding the same good(s) or service(s).

Such expenditure must be authorised in advance by the trustees either through the budget process or a specific proposal. Where a good or service is only offered by one supplier the trustees may authorise the procurement. If there are alternative suppliers, the trustees shall agree who is the lead for the procurement exercise and they may also specify particular quantity and quality criteria.

The lead must obtain written quotes or estimates from potential suppliers for the specified good(s) or service(s). For a value from £300 to £1000, two quotes or estimates are required and for over £1000 three quotes or estimates are required. The

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lead may also need to obtain a schedule of rates where the volume of service is not yet fully known.

The lead and the Treasurer shall review the quotes and estimates obtained, and satisfy themselves that each supplier is able to supply the good(s) or service(s) to the volume, quality and timings required. They must also satisfy themselves that each supplier will comply with Dulwich and District u3a policies including payment arrangements. They will then choose the preferred supplier on the basis of the best value for money.

If there is doubt over which supplier is to be selected, this matter should be referred to the trustees for a decision.

4. Interest groups' finances

4.1. Interest group funds

Interest groups are expected to be self-financing and can collect such sums of money as the group members deem to be necessary to undertake their Dulwich and District u3a activities. Groups are permitted to make any expenditure deemed necessary by the group members. Group members should agree what records, if any, they need to keep of the groups' transactions in order to:

- Allow the group members to understand how their monies are being managed.
- Maintain transparency and trust for all concerned.
- Minimise the risk of error and potential loss of funds.
- Allow the Treasurer to understand how the group's monies are being managed.

The Treasurer can be approached to hold funds for an interest group event or activity.

If an interest group identifies a need to open a bank account to handle income and expenditure related to their activities, the Treasurer must be consulted, the account must be a separate personal one, and must not be in the name of Dulwich and District u3a.

4.2. Events and activities

Events such as theatre trips, visits or educational days out must be charged at cost and all participants pay appropriately. The costs paid by members must 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. The value of free places must be shared out among all participants to the event.

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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.

4.3. Seed funding for interest groups

Seed funding may be available to enable new interest groups to commence activities, and existing groups to expand. A form is available from the Treasurer.

Goods purchased with seed funding will be the property of Dulwich and District u3a.

4.4. Funds to enhance the offer of interest groups

The trustees may offer funding to interest groups to enhance the activities they offer. Group convenors will be informed when these funds are available and how to apply for them. The trustees will decide on the criteria for awarding such funds.

Goods purchased with these funds will be the property of Dulwich and District u3a.

5. Payments to other charities

In line with charity law, Dulwich and District u3a cannot raise funds for or make donations to another charity that does not have similar charitable objectives. Where a speaker is engaged who normally charges a fee and intends to donate the fee to a charity, Dulwich and District u3a can make the payment to the speaker, but not direct to their nominated charity. In such an instance it is preferred to invite members attending the event to make their own donation.

6. Expenses policy

Reasonable out of pocket expenses incurred by volunteers who are involved with running the u3a will be reimbursed. Expense claims must be submitted with appropriate documentation and authorised by the Treasurer, Chair or Secretary. A trustee must not authorise their own claim.

All claims need to be made on the appropriate form (copies available from the Treasurer) giving sufficient detail as to the nature of the expense.

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.

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

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7. Membership fees and membership of more than one u3a

The membership fee is reviewed on an annual basis. Dulwich and District u3a is committed to keeping the membership subscription as low as possible to ensure that the u3a remains accessible.

For members who can provide evidence of payment of full subscription to another u3a, Dulwich and District u3a will reduce the cost of membership by the amount that is paid to the Third Age Trust.

8. Asset register

An asset register must be maintained by the Treasurer which records all assets held including their initial purchase price, date of purchase, responsible person and location.

It should be noted that under a receipts and payments reporting system, all assets are fully written off against receipts in the year of purchase. The register must be reviewed annually.

9. Reserves

Dulwich and District u3a aims to keep a level of reserves that will cover 9 months of regular operating activity. This is considered by the trustees a reasonable level for this type of charity.

Interest group activities and self-financing events are excluded from this figure.

Version history

Version	Date	Lead Author	Approved by/date	Review date
1.2	14/01/2021	Verity Mosenthal	Trustees 14/01/2021	2021
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