

Finance Policy

Objective

The objective of this policy is to provide a structured framework for the management of ER u3a's Income, Expenditure and Assets.

It provides guidance to the Trustees and members with regard to financial matters involving ER u3a and all groups associated with the organisation.

Compliance

ER u3a will prepare annual accounts on a Cash Receipts and Payment basis for presentation to the Trustees and members. The accounts will comply with u3a and OSCR requirements.

An independent examiner, appointed by the Committee and approved at the AGM, will scrutinise and sign off the annual accounts.

ER u3a Committee

The governing body of ER u3a is the Committee. All Committee members, including co-opted members, are Trustees.

Trustees are jointly responsible for:-

Maintaining financial records for ER u3a and all groups and sub groups associated with the organisation.

All funds and assets belonging to ER u3a.

Trustee (Committee) meetings

A report will be made by the Treasurer at all Committee Meetings informing the members of the current actual financial position and forecast of future position.

The Committee will decide on the Membership Subscription on an annual basis.

Income and Expenditure

Cash inflows come from 2 main sources:-

- Annual subscriptions mainly received in the period June–August
- Gift Aid can be claimed in respect of the annual subscription.

Cash outflows consist of:-

- Running expenses which are spent fairly evenly throughout the year.
- Payments to the Third Age Trust for subscription, magazine delivery and Beacon which are paid in April and May.

This means that we have high levels of funds in September, reducing throughout the year and fairly substantially in April and May of the following year.

Current Specific Policies

1. Receipts

1.1 Subscriptions

The Trustees will set the annual subscription prior to the AGM based on current reserves, forecast membership and forecast future expenditure.

Activity costs are paid by the Group members.

1.2 Gift Aid

Members will be requested to complete a Gift Aid declaration, if their tax status is appropriate.

Members who have submitted a Gift Aid declaration should notify ER u3a if their tax status changes and they no longer qualify.

2. Payments

2.1 Cheques

The main and activities Bank accounts will have the same five designated signatories. Cheques must be signed by two signatories.

2.2 Cash and Other Asset

All cash at bank or in floats, including Group monies, is the property of ER u3a.

All asset purchases will be authorised by the Trustees.

An asset register will be maintained. An annual review of these assets will be carried out. Assets which are no longer of value to ER u3a will be removed from the register and sold, if appropriate.

2.3 Revenue Expenditure

Revenue expenditure will be approved by the Trustees at Trustee (Committee) meetings. In exceptional circumstances the Chairman may authorise expenditure up to £100, which will be confirmed at the next Trustee meeting.

Regular room and hall rental will be approved on an annual basis by the Trustees.

Cash floats may be issued where the Trustees consider it is appropriate. Replenishment of floats should be supported by receipts.

Group expenditure should be self funding unless approved by the Trustees.

Facilitators who carry out a recce for health and safety reasons will be refunded fuel costs as per Car Sharing policy.

Payment of tutors should be discussed and approved by the Trustees.

A claim for a fee will be agreed, provided a written request by the Speaker to pass their fee to a charity of their choice is allowable. Members of ER u3a or any other u3a should not be paid for delivering a talk. Out of pocket expenses are allowable.

3. East Renfrewshire u3a Reserves Policy

In order to ensure the ongoing solvent operation of East Renfrewshire u3a it is necessary for the Committee, who are all Trustees, to maintain adequate reserve funds.

The fund to be maintained should be a minimum of 3 months and a maximum of 6 months operational expenditure.

Substantial payments are due to the u3a National Organisation (Third Age Trust) in the 3 months April to June in every year. This falls after the end of the annual

Income and Expenditure period to 31st March. It is also an essential requirement that sufficient funds are available to make these payments after the period end.

REVIEW DATE : JANUARY 2025