

**U3A  
HAMPSHIRE SOUTH CENTRAL NETWORK**

**Notes of the SCN Treasurers' Meeting**

**Held on Friday 12<sup>th</sup> April 2019**

**at The Grove Room, St John's Church, 7 Church Road, Locks Heath. SO31 6LW**

**PRESENT:**

Sally Ingledew (SI)	SCN Manager
Les Hill (LH)	Locks Heath (Treasurer)
Tricia Norman (TN)	Horndean (Treasurer)
Dave Smith (DS)	Solent (Treasurer)
Richard Handy (RH)	Solent (Chairman)
Joy Hammond (JH)	Gosport (Treasurer)
John Ponting (JP)	Stubbington (Treasurer)
Ken Laing (KL)	Emsworth & District (Treasurer)
Tony Paul (TP)	Portsdown (Treasurer)
Bob Hornby (BH)	Hayling Island (Treasurer)
Chris Cant (CC)	Waterlooville (Treasurer)
Barbara Legg (BL)	Waterlooville (Group Treasurer)
Kevin Stock (KS)	SCN Administrator
Bunty Davison	SCN Note/Secretary

**1. Welcome:**

The Locksheath U3A Treasurer (LH) on behalf of his Chairman welcomed Sally Ingledew and the U3A representatives to the Grove Room. SI gave a brief introduction regarding the Agenda items to be discussed and confirmed that questions, comments and ideas would be welcomed.

**2. Registration and Contact Sheet:**

KS (SCN Administrator) explained the Register, which had been circulated, was required to cover the circulation of the meeting notes and if any necessary updating details of representatives where necessary. It was noted that the use of generic e-mail addresses was recommended for these purposes. KS confirmed that he would be circulating the meeting details to the Groups' Chairmen and those Treasurers that gave their email address.

### **3. Role Descriptions:**

It was noted that many Group Treasurers had brought copies of their Role descriptions and these would be circulated as attachments with the notes of the Meeting. The following relevant comments were welcomed as additional and supportive information to the Role Descriptions. Details of Role Descriptions which were not available for circulation were verbally explained and length of the Group Treasurers' Roles held were reported.

Gosport: Treasurer would be standing down after six years in the Role.

Horndean: Treasurer for four years but it was felt to be a challenging Role.

Solent: Two years as Treasurer.

Stubbington: Held the Role for twelve months.

Locks Heath: Four years as Treasurer.

Emsworth: Reported he was a new Treasurer.

Portsdown: One year as Treasurer.

Hayling Island: New Treasurer.

Five Group representatives had copies of their Role Descriptions which would be circulated as attachments.

The following comments were received -

Hayling Island: No copy of the Role was available but verbally updated the meeting regarding policies and reports provided.

Portsdown: A copy of Treasurer's Role Description will be forwarded although similar other Roles described. Three Group Leaders hold a £20 fund limit which is self-governing.

Emsworth: Generalised role reference payment of cheques and occupied with work for end of year accounts.

Locks Heath: All financial transactions are passed to the Treasurer and go through their Bank Account with Treasurer paying invoices, use of Beacon system, Charity Commission and Gift Aid submissions. With reference to Groups a £50 limit is issued with Group Leaders collecting money but Treasurer making invoice hire payments. Groups are self-supporting but new Groups are subsidised. Group members pay on the day for their attendance and Groups are normally kept in credit.

Stubbington: Role Description available which identified twenty-one action points. £50 limit for Group permitted although the Choir Group is self-supporting ie £400 Limit but finances are passed to the Treasurer who encourages the use of BACS. It was noted the Choir - singing for Charities - was

not permitted and should school visits take place any collections would be passed to the School's nominated charity. Speakers representing Charity activities could only collect donations through Charity boxes since a special U3A waiver is required to over-come this issue. Venue invoices paid by the Treasurer and all finances collected by Groups must go through the Treasurer.

Horndean: Twelve action points identified on the Role Description and Group venue finances managed. Membership renewals and reduction of membership fees were discussed as a 15 months subscription for a new January member to cover the normal annual period – April/March fee.

Gosport: Treasurer pays all financial commitments and provides monthly reports. The year- end annual accounts which were previously produced from January to December had been changed to April/March. Membership reminders are mostly completed by end of March but one month's leeway is given regarding payment of the membership fees

Waterlooville: The Treasurer's task had been divided into two roles with the Role Description showing twelve action points. BL covering the financial aspects of all Groups financial commitments which involves working with forty to fifty groups. Two main Bank Accounts are managed by CC providing a total of four Bank Accounts which includes two Group Accounts (namely a Social Account and Outings Account). Seven Groups manage their own Accounts.

#### **4. Timetable/Procedure for Gift Aid Applications (Emsworth):**

Comments were received from:

Stubbington: It was reported that their last three years submissions had been completed by logging on to the site using the necessary with Gift Aid references. Use of Beacon system for all required details ie. names, addresses, post codes and four years submissions can be completed.

Horndean: The form to be downloaded had created problems by use of an AppleMac format.

Locks Heath: It was felt that the references required were not in line with the U3A format as it was necessary to type all reference details and would not permit the use a 'cut and paste' facility.

Waterlooville: Details had been submitted by use of the Beacon system format and accepted.

Gosport: Annual completion and signatures required for Gift Aid forms although no significant changes of details and forms kept for seven years. It was considered that solutions reference completion problems could be resolved by net-working between groups and their views with generic e-mails to be encouraged.

Horndean. Discussion took place regarding the reference numbers for Gift Aid Registrations and the Charity Commission's – Charity Registration Number. It was felt that the Charity Commission's Income Limit had been increased from £5,000. to £10,000. Action - TC (Horndean) to obtain information from National Office and the Charity Commission .gov web site. Information to be forwarded to SI.

#### **5. U3A Thinking on Charity/Social Accounts Splits (Emsworth):**

Views reported by:

Waterlooville: Four Bank Accounts – Main Account, Deposit Account (Reserves Account) Social (Groups) Account, Outings (Trips) Account.

Locks Heath: Two Accounts – use of Beacon system. All Groups use one account and one Committee Account.

Solent: Use of Beacon system/ one Account with sub-accounts.

#### **6. Gift Aid Small Donations Scheme (GASDS) Waterlooville:**

Discussion took place relating to Gift Aid Claims (small schemes) concerning Cash Collections/'Bucket Collections' and whether these can be included in Gift Aid Applications. CC (Waterlooville) reported that no charges were made for the provision of refreshments at the Monthly Meetings, but small donations from visitors attendance charges could amount to £400. each year.

Gosport: At General Meetings £1 donations were received from visitors' attendance charges and therefore similar small submission claims (say £1,000) could be accumulated each year. These donations can be claimed under GASDS as the money is collected at one address.

Locks Heath: Group collections and Group subscriptions were discussed showing £30 donations or less or 10% of Gift Aid applications.

#### **7. Financial Oversight of Activity Groups who Manage their own Accounts (Waterlooville) (CC):**

CC reported on the management style adopted by the Group concerning the Main Account and the various accounting procedures when dealing with the Groups finances. Signatures of the Group Co-ordinator and one other member's signature was required now for the self-supporting Groups who managed their own financial transactions. For record purposes such Groups showing assets by holding income to cover one month's expenditure reports were necessary. CC stated an annual figure of £4,700 represents seven Waterlooville Groups operating in this manner.

Gosport (JH): For information the form adopted and used by their Groups

would be circulated as an attachment and might be helpful to members who experience similar Group external financial procedures.

Stubbington (JP): Deletion of Data - The meeting welcomed the assistance received from JP who stated: To correct transactions on Beacon that have been cleared – i.e. a transfer to the bank that has been cleared inadvertently without that transaction appearing on the bank statement. To unclear it you first display that transaction on the screen. There you will see a completed box headed “cleared” with a date. Delete the date and save. This then unclears the transaction and you can carry on either to amend the transaction or clear the correct transaction.

### **8. Report from SERN Meeting and South East Conference (SI):**

SI reported on various matters covering -

Changes relating to communication issues to be incorporated into the Development Plan of the Trust. There would be no changes to the University name but the aim is that the identity will be U3A with a promotional advertising slogan - “Learn – Laugh and Live”.

A Working Party will be considering the development and management of a ‘Third Age Trading Company’.

Beacon System: Comments and views concerning membership and financial usage to be developed and operated by a new commercial system will be considered by the Beacon Working Party. It is anticipated the new system under consideration will be installed and in use by next April.

Barbara Lewis had set up a legacy fund for use in the start-up of new U3As. This means that the TAT can now be left money.

It had been noted that the Trust could not be considered as a care organisation reference social prescribing contact, but that U3As can choose whether to accept members.

The Trust’s web-site would be upgraded.

The TAM Magazine Events’ articles would be featured in the Letter Section of magazine.

The Facebook Page of the web-site would be establishing information concerning events, promoting publicity awareness and local press matters.

Promotional Leaflets are to be made available in Estate Agents and Libraries and Newsletters are to be distributed to Shelter Housing complexes.

Suggestions covering Non-Committee Members taking up roles would be encouraged, the STAR (Small Tasks As Required) Group and Membership Application Forms to include a tick-list section relating to supporting roles.

Open Meetings were considered as good initiatives. Criteria to join the Trust would be advantageous and also to include expectations of individual members taking on leadership roles. This was felt to be a contribution to develop group membership and social media usage.

SI would circulate an attachment relating to these various changes.

The Finance Workshop agenda and attendance was noted and would be covering advice concerning Group Grants applications, Group Financial expenses and reduction of Membership Fees and contributions.

Shared learning projects and research funding for research to be examined and discussed.

**9. Any Other Business:** Matters considered:

Horndean (TN): Business travel insurance was discussed and the National Office guidance relating to this issue was suggested for advice. Should Group Leaders have business car insurance was questioned and the reply to this was no such insurance was necessary since volunteers are considered as a different category to business car users.

Emsworth (KL): It was noted that National Office guidance can be obtained regarding payments concerning the use of professional tutors.

SCN Web-Site: The use of the web-site to be encouraged in order to provide information and share documentation.

SI thanked the members for their valuable support and comments received during the meeting which closed at 12 noon.

*SERN Report and Role descriptions from a few U3As follow...*

## **From SERN meeting March 18<sup>th</sup> 2019**

### **2. Richard Teare Third Age Trust Treasurer**

Richard gave an overview of current financial matters. He began by displaying a list of the top membership organisations in this country. The leader is the National Union of Students with 7 million members, in the middle came National Trust with 4 million members and U3A is 18<sup>th</sup> with 424,000 members ([memberwise.org.uk](http://memberwise.org.uk)). Richard explained that the Trust in the form of the Board and the National Office is there to support and advise U3As on compliance and regulatory matters. Amongst other things, they provide Third Age Matters and Beacon, the Customer Relations Management system.

Richard summarised Trust income and expenditure. Members subscriptions (currently £3.50 per member) contribute to the national Conference and AGM, Third Age Matters, Sitebuilder, insurances, licences, trustees and volunteers expenses, workshops, committees, networks, exhibitions and open days. Staff costs are also covered by members' subscriptions, together with premises, office expenses and other matters such as minimal bank charges and a Paypal account. Members contribute separately to the Beacon system and distribution cost of Third Age Matters. Further general income comes in the form of donations and bank interest, which is relatively low at present. Also covered are projects, such as the current Development Plan for the Trust involving 3 Working Groups. The Working Groups each have a remit – Raising the Profile of the movement, Development of the movement and Future Learning.

Expenditure last year came to £3.49 per member with a total of £1,480,000. Projection for this year is £1,484,000 with costs as yet unknown. The Working Parties will decide if member subscriptions will have to be increased but adequate notice will be given to U3As so that they may plan their budgets.

Richard explained that the Trust has set up a trading company Third Age Trust Trading Limited, with all profits being gifted back to the Trust. Charities do not have to account for VAT trading until gross receipts on applicable items hit £85,000. Therefore initially the trading company will market Third Age Matters and U3A merchandise.

He said that a questionnaire will be coming out to all members asking if they wish to propose that discounts are arranged with stores, holiday companies etc. Members have to initiate the proposals, not the Trust.

The Trust is discussing Direct Debit and online payments and is hoping to organise telephone and online payments for merchandise. A marketing survey will go to all U3As. There is also much discussion about interactive electronic claim forms.



## Role Description

### Treasurer

**The main responsibility of the Treasurer:**

To ensure that WU3A meets its financial obligations as Trustees, remains solvent and complies with requirements of the Charities Commission in managing its finances.

**Specific tasks are to:**

1. Manage the following bank accounts:-  
Waterlooville U3A Community account (the main a/c)  
Waterlooville U3A Business Reserve Account
2. Making deposits of all charitable funds. Dealing with all withdrawals and payments in line with the bank mandate. Monitor the funds on deposit to ensure they meet the contingency requirement.

Ensure all the above accounts are maintained on a monthly basis, presenting reports on the financial position to the trustees at committee meetings.

3. Oversee the Groups Treasurer in the management of the following accounts:
  - o Social Account for income & expenditure of Interest Groups
  - o Outings Account for Coach Trips
4. Prepare an Annual Statement of Accounts, have it independently examined and present it via the executive committee for approval at the Annual General meeting (AGM).
5. Wherever possible attend all committee, monthly and AGM/Special General Meetings.
6. Liaise with the Membership Secretary on matters of gift aid submission to HMRC, membership database and receiving monies collected from membership subscriptions.
7. Maintain a Bank Mandate of which all signatories are WU3A Trustees.
8. Maintain an up-to-date schedule of assets (equipment)
9. Deal with all expenses claims using discretion where ever possible. Otherwise seeking guidance from the committee. Keep additional records where needed for controlling certain Group spending.
10. In conjunction with the Chairman recommend to the executive committee each year the various levels of subscriptions.
11. To ensure that appropriate arrangements are made for cover during any absence.

*Reviewed & Updated April 2018*





## Role Description Groups Treasurer

The Groups Treasurer is responsible for:

1. Managing the cost of Venue Hire by Interest Groups by:
  - Paying in monies received from Group Co-ordinators and ring-fencing it for their Interest Group
  - Checking and paying invoices received from venues
  - Inform Group Co-ordinators if their funds are getting low to pay for their venue hire
  - Inform Group Co-ordinators if their funds exceed £100 of expected venue hire
2. Managing the cost of Coach Trips by:
  - Paying in monies received from the Coach Trip organiser for the trip
  - Checking and paying invoices received from the Coach Trip organiser
3. Produce a report on the financial position to the trustees at committee meetings
4. Produce accounts for the Treasurer for inclusion in the Annual Statement of Accounts before being presented, via the executive committee, at WU3A AGM
5. It would be desirable, but not essential, to attend Monthly Meetings and Coffee Mornings.
6. To ensure that appropriate arrangements are made for cover during any absence.

*Reviewed & Updated April 2018*



THE UNIVERSITY OF THE THIRD AGE

## **LOCKS HEATH U3A**

### **ROLE DESCRIPTION**

#### **TREASURER**

**The Treasurer is an officer of the Executive Committee and a Trustee of Locks Heath U3A, and can serve in this capacity for a period of one year from the date of the AGM.**

**The Treasurer attends Executive Committee meetings, and supports the activities of Locks Heath U3A and the Third Age Trust in accordance with the Locks Heath U3A Constitution and its described aims and objectives.**

#### **Specific Tasks**

The Treasurer is responsible for the efficient handling of the financial affairs of Locks Heath U3A in compliance with the 3<sup>rd</sup> Age Trust Financial Matters Guidelines and the Charity Commission's Rules.

To manage the Locks Heath U3A's bank accounts via Online Banking.

To maintain, using the Beacon System and paper records, details of all income and expenditure, ensuring that cheques and cash are banked regularly and that payments are made promptly.

To supervise the finances of those Interest Group who handle money, ensuring that they are kept within the Guidelines provided to Group Leaders.

To liaise with venue hirers to agree terms and costs and ensure that invoices are received regularly.

To prepare an Annual Budget and submit to the Committee for approval. Provide the Committee, at least half yearly, of our financial performance against the Budget and recommend any necessary action that may be required.

To maintain an up-to-date register of all Locks Heath U3A's assets.

To have each financial year's records audited or examined in accordance with the 3<sup>rd</sup> Age Trust Financial Matters Guidelines and the Charity Commission's Rules.

To prepare Annual Statements to 31 March in accordance with the 3<sup>rd</sup> Age Trust Financial Matters Guidelines and the Charity Commission's Rules, submit these to the Committee for approval and subsequently present them to the AGM.

As Locks Heath U3A's nominated person, provide the Charity Commission with financial information from the Annual Statements in the format and timescale they require based upon our Annual Income. This task also includes updating Locks Heath U3A's details on the Charity Commission website for any changes to the Trustees and other information shown there.

To submit claims for Gift Aid to HMRC jointly with the Membership Secretary.

To attend Executive Committee meetings on a monthly basis and provide a report including Beacon generated statements on the current financial position. Make recommendations on any action that may be required.

To answer financial questions from Committee Members, Interest Group Leaders and all U3A members.

To be a member of the Beacon Team, ensure that any changes are reviewed from a financial viewpoint and amend our processes and procedures if required.

To identify any financial risks facing Locks Heath U3A and recommend appropriate action.

To advise the Committee on the financial implications of any proposed strategy.

To ensure that the Locks Heath U3A's money and resources are applied exclusively in pursuit of its charitable aims and activities.

To act as a joint signatory of cheques.

## PORTSDOWN U3A

### TREASURER - ROLE DESCRIPTION

1. Manage the U3A's bank accounts.
2. Ensure that grants and funds received for a specific purpose are protected and spent appropriately.
3. Act as a contact and signatory for any bank account held solely by Portsdown U3A, and amend mandate after each AGM if necessary.
4. Maintain proper accounts of all receipts and payments, ensuring receipts are banked and payments made promptly and showing the financial position at all times and to include the management of Group Finances.
5. Maintain an up-to-date register of all assets.
6. To prepare an annual budget for committee approval and monitor it carefully.
7. Prepare a Statement of Funds and a Balance Sheet annually as at 31st March, submit them to the committee for approval before having them independently examined as per the AGM resolution and present them to the AGM.
8. Ensure that comprehensive and accurate financial information is available for the trustees at each meeting as required.
9. As the (U3A) charity's nominated official, submit tax repayment claims annually to HM Revenue and Customs in respect of the Gift Aid Scheme.  
\*\* See Gift Aid Help Sheet
10. Submit required information to Charities Commission  
\*\*\* If less that £10,000 turnover no Annual Return, £10,000 - £25,000 turnover; report income and expenditure as separate total figures with the Annual Return. Over £25,000 turnover; submit Annual Return with Accounts including prior year figures.
11. Submit a report for each committee meeting and answer financial questions from committee members.
12. Maintain the financial records for 6 years plus the current
13. Supply floats and copies of appropriate forms and attend general meetings.
14. For the handling of Data, see Privacy Policy



## **TREASURER's JOB DESCRIPTION**

### **General responsibilities**

- **To organise the opening and operation of a bank account or bank accounts in accordance with the wishes of the Committee**
- **To make recommendations on cheque signatories for committee approval**
- **To ensure that strong financial management procedures and internal controls are in place**
- **To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities**
- **To report to the Committee on finance at each meeting**
- **To prepare the statement of accounts for examination and presentation to the AGM**
- **To recommend the level of subscription to be paid by members**
- **To pay approved invoices**
- **To pay agreed expenses**
- **To keep securely all financial records for a period of six years**
- **To recommend an appropriate level of reserves**
- **To set out and agree policies for reimbursement of expenses, petty cash etc.**
- **To work within GDPR**

### **Other responsibilities**

- **To ensure the financial stability of Stubbington U3A**
- **To ensure Stubbington U3A applies its resources exclusively in pursuance of its objectives**
- **To ensure that Stubbington U3A complies with its Constitution, Charity status and any other legislative regulations**
- **To liaise with relevant regulatory bodies (i.e. Charity Commission, Tax Office etc)**
- **To ensure that Stubbington U3A pursues its objectives as defined by its Constitution**
- **To maintain an efficient system of policies that adequately control treasury activities**
- **To contribute actively to the trustee's role of Treasurer of Stubbington U3A**
- **To maintain the good name and values of Stubbington U3A**

## THE TREASURER'S ROLE

1. To maintain accurate and sufficiently detailed financial records.
2. To make a financial report to the committee at each meeting.
3. To prepare the annual Statement of Accounts for examination by the agreed Examiner prior to presentation and approval at the AGM.
4. To monitor the accounts and agree budgets where applicable and agree appropriate levels of reserve.
5. To liaise with Membership Secretary regarding receipt of membership fees and pay monies into the Bank as soon as possible.
6. To pay invoices - after approval if required.
7. To pay agreed expenses.
8. To keep necessary receipts and other financial documents required in support of the accounts.
9. To reconcile Bank statements.
10. To keep financial records for 6 years plus current year or as recommended.
11. To recommend the level of members' subscriptions.
12. To claim Gift Aid: work closely with Membership Secretary; ensure necessary records are kept in readiness for claim; prepare spreadsheet.

# Interest Group Financial Record

Group Name .....

Type of Event .....

Date .....No. of set regular sessions .....

Frequency (e.g. weekly, fortnightly, monthly) .....

Dates from ..... to .....

EXPENDITURE			
DATE	PAYEE	AMOUNT	DESCRIPTION
<b>TOTAL EXPENDITURE :</b>			

INCOME			
DATE	NAME	AMOUNT	
		CHEQUES	CASH
<b>SUB TOTALS:</b>			
<b>TOTAL INCOME :</b>			

