

**u3a Northampton
The Finance Function**

Main Account – maintained by Treasurer

Main Account

Responsible for:
All general income and expenditure for u3a Northampton.

Income:

- Subscriptions
- Gift Aid
- Any other

Expenditure:

- Central office (eg capitation)
- Meetings
- Committee Expenses

Claim Gift Aid refund from HMRC.

Accounts kept on spreadsheet system

Preparation of Year end accounts for Auditor

Social Account – maintained by Social Treasurer

Social Account

Responsible for:
Liaising with Group Leaders for:

- Theatre trips
- Events and Outings

Banking income
Issuing cheques for venues, travel etc.

Accounts kept on spreadsheet system:

- To analyse income and expenditure for each trip/event;
- To maintain overall control of all income and expenditure for social activities

Preparation of Year end accounts for Auditor

Group Leaders' summary accounts – returned to Treasurer

Group Leader Accounts

Responsible for:
Liaising with Group Leaders for:

- Collecting in end of year accounts summaries for Groups hiring venues.
- Collecting in details of items of equipment for recording on Asset Register.
- Details to be summarised for addition to Year End accounts

Amounts on this account will be relatively small and will be subsumed into the overall accounts for U3A Northampton (no separate bank account)

Submit Annual Return to Charities Commission to encompass all three accounts. (Detailed accounts, which have been independently examined, will be required if total receipts exceed £25,000 pa.)