

9 Financial Matters

9.1 Basic Rules

- All financial questions should be discussed with the Treasurer.
- Each Group/ activity must be self-financing. One Group cannot subsidise the activity of another Group.
- No cheques or bank transfers for a u3a activity may be paid into a personal bank account.
- Convenors must ensure that an account is kept of all money received and paid out on behalf of the Group. Any receipts and payment vouchers must be retained.
- No more than £100 in cash belonging to a Group should normally be kept in anyone's home at any given time.
- When starting a new Group, the financial arrangements should be confirmed with the Treasurer. This is particularly important when the activity is expensive (e.g. theatre trips and outings)
- Groups must not make any long-term financial agreement with any third party. All agreements must be made by the Committee.
- A Group with an annual turnover greater than £1000 must submit a copy of their accounts to the Treasurer as soon as possible after the financial year end (31 May)

9.2 Expenses Incurred to Undertake A Group Activity

Convenors must establish the cost of running a Group / activity and ensure that the members are aware how much they must contribute prior to the Group / activity commencing. This should include the costs of hiring a venue which is paid directly by the Treasurer.

Convenors must ensure all activities are paid for in advance.

If a Convenor plans to use their personal money to pay for an activity, the participants must still pay their contributions directly to the u3a. Convenors must agree with the Treasurer in advance how and when they will be reimbursed. To be reimbursed Convenors must provide the Treasurer with an expense claim approved by a Trustee, backed by the appropriate receipts.

It is the responsibility of the Convenor to ensure sufficient monies are collected to cover the cost of the activity.

A Convenor may ask the Treasurer to pay a supplier directly. The Treasurer will require sufficient evidence to support the payment and must have received the appropriate contributions from the members of the Group in advance.

9.3 Purchase Of Assets for A Group

If a Group activity requires a major item of expenditure the Convenor should notify the Groups Coordinator who will take the request to the Committee. The request should specify if the Group plan to fully fund the purchase or require assistance.

9.4 Collection Of Monies for Ongoing Activities

For ongoing activities which meet on a regular basis, monies should normally be collected every three or four months for the following period.

Where monies are paid to the Convenor by cheque, these should be sent to the Treasurer on a regular basis.

If monies are collected in cash, the Convenor may convert this to a cheque or make a bank transfer for the equivalent amount, in line with the arrangements previously made with the Treasurer.

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9.5 Sundry Expenses

Convenors can submit an expense claim to the Treasurer for legitimate expenses (e.g. postage) incurred in organising the Group. Other expenses (e.g. materials, photocopying etc..) must be covered by the Group members.

Travelling expenses will not be reimbursed.

9.6 Cost Of Refreshments

If a Convenor provides refreshments (tea, coffee, biscuits) Group members are expected to give an unasked-for contribution of 30p.

9.7 Payment For Tutors

RV u3a do not promote the use of paid tutors but will consider them in exceptional circumstances. There are strict rules about Groups paying for tutors. These are defined in the following section.

9.7.1 Third Age Trust Rules

The Trust is against having paid tutors in principle but u3as are independent charities and it does happen.

The conditions for using a paid tutor are as follows:

- 1 Paid tutors must not be a member of any u3a.
- 2 The Convenor and Committee must ensure that the tutor is self-employed, pay their own tax and have Public Liability insurance. HMRC will have issued them with a UTR (Unique Tax Reference) number which a paid tutor should be able to produce along with a copy of their Public Liability Insurance certificate as evidence that the tutor is not an employee.
- 3 Once-a-year the Convenor must check to ensure that these measures are still in place and provide evidence to the Committee
- 4 The Group using a paid tutor cannot be subsidised by the u3a.
- 5 All paid tutors must be approved by the Committee in advance.
- 6 If members want to have a Group with a paid tutor but the Committee do not agree, an option is to make the Group a non u3a activity.

9.7.2 Convenors Responsibilities

If a Convenor wants to use a paid tutor, they must first make an application to the Committee, via the Groups Coordinator demonstrating the tutor meets conditions 1 and 2 above AND that the Group will be able to meet all the tutor's costs.

The Committee must be satisfied that all the conditions have been met, before approving the use of a tutor.

Convenors must report annually to the Committee that the tutor still complies with the Third Age Trust Rules and that all their costs have been met by the Group.