

ROSS & DISTRICT U3A NOTES FOR GROUP CO-ORDINATORS

This is intended as a guide for group co-ordinators. If you have any questions as to how to run your group, and/or in the event of a problem, please contact Groups Secretary (GS), or Fledgling Groups Facilitator (FGF) if you are a new group. It's suggested that you keep the appropriate phone numbers to hand.

1. Once a year, in June, the GS, will ask you for an up-to-date list of all your group members along with a contact number/email. This is so that we can check that they are paid up members of the Ross U3A, and will ensure that the U3A insurance cover is valid.
2. Please ask new members if they are Ross U3A members - it is unfair, and against U3A ethos, if non-members join the groups. If you find it difficult to confront someone, please advise GS with the name and a contact number and we will find out for you.
3. Please ensure that group members are happy to have their email addresses at the top of any email you may send out – this is Data Protection Law. If not, then use the BCC button (under CC on the right-hand side of “To”) when sending messages to your group – in this way, the email addresses of other members are hidden.
4. Please let GS know of any changes to meeting dates and times, or to your own contact details, so that website, newsletter and any publicity can be updated.
5. Once a year, before the AGM, you will be asked for a brief report of how your group is running, so that GS can report to the membership at the AGM.
6. In this age of technology and social media, it is important that our website is kept up to date with all details of groups currently running. As a group co-ordinator, you can update your group information (with perhaps a photo or two) yourself. For help with how to do this, please contact our website manager Steve Elliott elliottfenwick3@gmail.com. If you are not technically minded, please let Steve know and he will update things for you.
7. All groups are self-financing. This includes the provision of tea, coffee and biscuits at someone's house. 50p is suggested as a reasonable charge for this. Some members may feel that they, as individuals, do not require such a contribution, but in order to be fair, contributions should always be made.
8. Group members must cover whatever costs are incurred – perhaps photocopying? Perhaps room hire? Perhaps a speaker?
9. If your group is large enough that you pay room hire, please keep careful records of the amount of money you collect, and the amount you pay out – it is normally good practice to keep a small reserve or 'kitty', in case of low attendance at a meeting –

therefore not enough to pay the rental. You will be asked for this income and expenditure in whatever simple form you keep it, by the treasurer. He must include it in his annual accounts.

Under new rules agreed with the Charity Commission, group financial accounts are now required to be submitted to the Ross & District U3A treasurer **for all groups whose annual income exceeds £100**. This figure includes all funds collected from members to cover room rental, hire of facilities and other expenditure legitimately incurred in the running of the group. For the financial year 2019/20, accounts should be submitted to the treasurer by 30th September 2019 and 1st April 2020 in line with the Ross & District U3A reporting year. For subsequent years, however, accounts will only be required to be submitted once by 30th September.

An example format is attached (*see appendix 1*) which can be used by co-ordinators for guidance. A simple return of income and expenditure is all that is required but some co-ordinators might prefer to keep this information on an Excel spreadsheet.

The basic information required is as follows:

- 1 The group's name
- 2 The group co-ordinator, with contact details
- 3 Dates for the period the accounts cover
- 4 Details of all income and expenditure for the group
- 5 Details of any amounts transferred to the treasurer, if appropriate

It should be noted that groups are not allowed to maintain individual bank accounts and should not hold cash in excess of £100. Any excess should be passed to the treasurer and it will be credited to the group's account.

For help or advice please contact the Ross & District U3A treasurer.

10. Groups that are held in external venues, where a charge is applied, must use venues already approved by the committee, or apply for the approval from the committee to use a new venue.
11. You are responsible for booking and paying for your venue directly (keep the receipts) Don't forget to cancel the booking if your meeting is cancelled for some reason.
12. In all cases, you are expected to leave the room as you found it. If you require a tea trolley at the Larruperz, just ask at reception – and pay £1 per cup taken. There are normally tea making facilities at other venues – please leave it clean and tidy.
13. Should any member suffer an accident during the course of any U3A activity, it must be reported to the GS immediately. You will find an accident form on our website.

Make a short note of how the accident happened and any action taken and pass that to GS please.

14. If your group go on visits of any kind using member's private vehicles, the costs of such travel and any parking fees must be met by the group members. The suggested guide is 45p per mile, which can be equally divided between car passengers. We are advised that your 'social, domestic and pleasure' insurance cover, is not affected if/when you accept contributions and take U3A members as passengers.
15. If your group meet at the Larruperz before travelling, the group leader should contact the Larruperz ahead of time to confirm that there will be sufficient car parking spaces available on that date. If not, alternative arrangements must be made; the Wilton Road car park is a good alternative. On arrival at the Larruperz, drivers should advise the reception desk and pay the usual fee of 50p per car before leaving. This charge does NOT apply when meetings are held at the Larruperz.
16. Many groups use equipment of various kinds during their activities. There are two projectors available to borrow, should you require one. Contact GS/FGF for further details.
17. Any electrical equipment such as extension leads, chargers, projectors etc MUST be PAT tested annually if your group meet in an outside venue, rather than members' homes. We try to arrange for an annual day when your equipment can be tested for a SMALL fee. PAT testing expenses for any equipment that is NOT the property of the Ross U3A should be borne by the group using that equipment.

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APPENDIX 1

Ross & District U3A Group Finance Statement

Group.....
Co-ordinator.....
Telephone.....
Email.....

Accounting Period **Start** 1 Apr 2019 **End** 30 Sep 2019 (as appropriate)

Opening Balance	Cash		£0.00
	Held by U3A treasurer		£0.00
	Total		£0.00

Income

Subscriptions	£0.00	
	£0.00	
	£0.00	£0.00

Expenditure

	£0.00	
	£0.00	
	£0.00	£0.00

Transfers to U3A treasurer £0.00

Closing Balance	Cash	£0.00
	Held by U3A treasurer	£0.00
	Total	£0.00