

## **Notes for convenors - Annual Group Accounts**

The form must be completed and returned by 31<sup>st</sup> March each year even if it is a 'nil' return. It is a requirement of the Charities Commission that we keep these accounts so completion of the form for each Skiddaw U3A group is not optional.

The form is in 2 parts, Income and Expenditure.

You can put in 'NONE' to both if :

- 1) No money changes hands and there are no costs to the Convenor.
- 2) Costs for Group Parties, trips, social events are paid for by those attending.
- 3) Members of the group cover the costs themselves for any materials needed for their activity
- 4) Money is paid directly to a driver for transport on trips

When Income and expenditure information is needed:

- 1) Money paid for refreshments at meetings at a members house. Keep any receipts but an estimate is acceptable.
- 2) Any other costs covered by member contribution eg printing
- 3) Cost of hiring venues

The group can keep up to £25.00 to be used later if there is a surplus.

If you are running a deficit which you do not think can be covered by future income you can apply to the committee for help.

Please contact the treasurer if you need any advice

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