

FINANCIAL POLICY

Date Adopted: May 2020
Updated: March 2023
Date of Next Review: March 2025

1. Trustees' financial responsibilities

The trustees of Wendover U3A are responsible for:

- Safeguarding the assets of the charity.
- Identifying and managing the risk of loss, waste, theft or fraud.
- Ensuring the financial reporting is robust and of sufficient quality.
- Keeping financial records in accordance with the governing document and relevant legislation (e.g. Charities Acts, Companies Acts etc.).
- Preparing Annual Accounts in accordance with the governing document and relevant legislation.
- The accounts should show a true and fair view of the state of affairs of Wendover U3A.

Trustees are jointly responsible for keeping full financial records. These include those of the U3A and all the interest groups where appropriate.

To enable the trustees to carry out these responsibilities, the financial procedures detailed below will be followed.

A copy of this policy will be given to all trustees on their election/appointment to the committee and made available to members on the website.

The policy will be kept under review and revised as necessary.

2. Banking

Bank accounts

All bank accounts are in the name of Wendover U3A and operated by the trustees.

New accounts may only be opened by a decision of the trustees, which must be minuted.

Changes to the bank mandate may only be made by a decision of the trustees, which must be minuted.

The authorised signatories are the Chairman, Secretary and Treasurer. This responsibility cannot be delegated.

All cheques must be signed by two signatories.

The signatories are responsible for examining the cheque for accuracy and completeness.

All bank statements must be sent to the Treasurer directly.

Online banking

Online operation of the bank accounts is in place.

Authorised access is available to the Treasurer, Secretary and Chairman. The Treasurer and one of either the Secretary or Chairman must approve any payments from the accounts.

The security of the online system is in line with the arrangements offered by Lloyds bank and in accordance with the mandated approval limits.

Personal debit or credit cards

Personal debit or credit cards may be used for interest group activities where there is no other viable way to make payments.

Prior approval must be given by the committee and recorded in writing.

Such costs may then be reclaimed via a personal expense claim

Financial Reporting

A financial statement and bank statements must be shown to the Trustees on a quarterly basis or when required.

3. Groups' Finances

Interest groups are expected to be self-financing and can collect such sums of money as the group members and leadership deem to be necessary to undertake their activities. The funds of these groups belong to the U3A.

Groups are permitted to make any expenditure deemed necessary by the group members and the group leadership and can withdraw money on request from the ring-fenced funds held by the U3A on their behalf, as appropriate.

The Treasurer and Group Co-ordinators need to agree what records they need to keep of the groups transactions in order to:

Allow the Treasurer to keep accurate accounts for presentation to the AGM, for discussion with the trustees and to meet regulatory requirements.

Allow the group members to understand how their monies are being managed.

Maintain transparency and trust for all concerned.

Minimise the risk of error and potential loss of funds.

Allow group leaders to maintain cash floats.

Receipts

To manage the handover of monies to be paid into the Wendover U3A bank account the committee has decided that:

Group leaders may pay sums due by issuing their own cheque, passing cash or paying online through their own bank account.

Members' cash will not be accepted. They may pay by cheque, bank transfer or, in certain circumstances, by debit/credit card

Where possible transactions should be supported in writing/email

Cash held back by groups for cash flow purposes should not exceed £50

Monies held by Wendover U3A on behalf of a group should not exceed £100 without prior approval from the Committee

Groups will be informed of monies held in ring-fenced funds on a quarterly basis

Payments

The committee will inform relevant group leaders as to the approved process for payments relating to:

Trips organised by and paid through the U3A or paid directly by the members to the trip organiser.

Those deducted from activity revenues such as hall hire

Outside speakers should be asked to state their fees and any travel costs at the time of booking and a cheque obtained from the Treasurer.

The committee (via the Treasurer) will monitor the income and expenditure of the groups. Group leaders need to provide regular information, as agreed, to the Treasurer. Where groups do not comply then the committee will review as to

whether the group is legitimately operating in line with the insurance and financial requirements.

Social activities

Events such as theatre trips, visits or educational days out must be charged at cost and all participants pay appropriately. The costs paid by members must cover out-of-pocket expenses.

The organiser of an event must not benefit from any discount (e.g. a free place) offered by the organisation providing the event. The value of free places must be shared out among all participants to the event.

Out-of-pocket expenses can be paid to an organiser out of the money collected for the event. As all U3A members offer their services free to the movement, the organiser(s) must not get any pecuniary reward for organising an event.

Payments to other charities

In line with charity law, a U3A cannot raise funds for another charity that does not have similar charitable objectives. Wendover U3A will make payments to speakers who have indicated that they intend to donate their fee to a specific charity but not direct to their nominated charity.

4. Expenses policy

Out of pocket expenses incurred by the volunteers who are involved with running the U3A will be reimbursed. Expense claims must be submitted with receipts. Expense claims will be authorised by the executive committee and no committee member should authorise their own claim. Expenses will include attendance at the Trust's AGM and Conference or national/regional workshops.

All claims need to be made on the appropriate form (copies available from the Treasurer) giving sufficient detail as to the nature of the expense.

Expense claims should reflect the cheapest, practical travel option available. Travel by car will be reimbursed at the current HMRC approved rate for the actual mileage travelled. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed.

Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the executive committee.

5. Membership Fees and membership of more than one U3A

The membership fee is reviewed on an annual basis. Wendover U3A is committed to keeping the membership subscription as low as possible to ensure that the U3A remains accessible to all members. Wendover U3A offers a system whereby the membership fee can be adjusted for those who can provide proof of benefits received.

For U3A members who can evidence membership of another U3A, Wendover U3A may reduce the cost of membership by the amount that is paid to the Trust for each member.

6. Asset register

An asset register is maintained by the Treasurer which records all assets held including their initial purchase price, date of purchase, estimated nominal value and location.

It should be noted that under a receipts and payments reporting system, all assets are fully written off against receipts in the year of purchase. The register is updated as necessary to add new equipment and reviewed annually.

7. Reserves

Wendover U3A generally aims to keep a level of reserves that will cover 12 months of regular operating activity. This is considered by the committee a reasonable level for this type of charity.

Social account activities are excluded from this figure as these activities are inflated by high-cost activities such as theatre visits and days out and are entirely self-financing.

Currently in March 2023 our reserves are higher than that stated above. Funds had been kept aside in case the church became unavailable to us due to mitigation works against HS2 noise. Reserves also increased due to our reduced spending during the COVID restrictions. In order to return reserves to the target level, free membership renewals were declared for 2022/23.

| Version | Purpose / Change |
|------------|--|
| May 2020 | Initial version in new format based on Financial Policy Template ref: U3A-KMS-POL-003. Date 03/04/19 |
| March 2023 | (Above u3a policy template updated 25/11/2021 with no changes). <ul style="list-style-type: none">• Online banking paragraph corrected to show Chairman as having authorised access.• Note made in paragraph 7 of fees holiday to reduce reserves |