

Wigtownshire U3A

Sharing Leisure and Learning Activities

Petty Cash Management Guidelines

Guidance from our National Office indicates that your local Committee needs to have policies in place to oversee monies held by each of our Interest Groups. Some of the reasons for this are that Group Leaders, the Committee and the National Office can, ultimately, be held legally accountable for the safe management of such monies. We have been reminded that all such monies held are, legally and technically, the property of U3A and not the individual Groups.

To comply with the guidance, for the foregoing reasons and to ensure proper insurance cover, we now need to introduce a simple system of oversight within Wigtownshire U3A (see attached bi-annual Petty Cash Return). This should commence with a Return for the period up to the end of June 2018. The Committee is well aware of the fact that our U3A has never had any difficulty with Petty Cash and it is their wish that the system we now have to introduce should inconvenience your Group as little as possible. Expenditure headings might include such matters as Accommodation Costs, Refreshments, Equipment etc

Other than to advise on keeping cash amounts at sensible levels or offering guidance on the security of same the Committee does not intend to interfere further with your current cash handling arrangements.

Groups not holding any cash should submit a nil return. Information provided by each Group will be confidential.

The Treasurer will be happy to assist with any queries you may have at any time.

Richard McElrea

Hon. Treasurer

17th July 2018

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