

## **Wyre U3A financial policy**

### **October 2023**

#### **1 Purpose**

All charities are required to determine their “Internal Controls” for running the charity, one of these being the Financial Controls, or Financial Policy. This financial Policy describes the current financial operation of the Wyre U3A. Where applicable “Trustees” includes Board of Trustees /Board of Directors or Wyre u3a committee members.

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

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

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.

#### **2. Trustees’ financial responsibilities**

The trustees of Wyre 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 that should show a true and fair view of the state of affairs of the u3a.
- Keeping full financial records including those of the u3a and all the interest groups, sub-groups etc., where appropriate.

#### **3 Banking**

##### **3.1 Bank accounts**

- All bank accounts are in the name of Wyre 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, Vice Chairman, Secretary and Treasurer and/ or other Trustees nominated and agreed by the committee . This responsibility cannot be delegated.

- All cheques will be signed by two signatories one of whom must be the committee treasurer
- The signatories are responsible for examining the cheque for accuracy and completeness.
- The signatories are responsible for examining the payment documentation (purchase invoice etc.) prior to signing the cheque or authorising an internet transfer.
- All bank statements must be sent to the Treasurer directly.
- Blank cheques will never be issued.
- Blank cheques will never be signed by one signatory for a second to complete later.
- Whenever practical two people will be involved in counting cash receipts.

### 3.2 Online banking

Only trustees approved by the committee will have access to this facility. The security of the online system is in line with the arrangements offered by Nat West and in accordance with the mandated approval limits.

### 3.3 Personal debit or credit cards

Because the Wyre u3a has no business bank cards, payments requiring use of a debit or credit card will be by the group leader or committee designate's personal debit or credit card, and the cost remunerated through an expenses claim in the normal manner.

Prior approval will be given by the committee for equipment and other items to be purchased for the use of Wyre u3a or for specific interest groups.

All invoices will be issued in the name of Wyre u3a.

## 4 Groups' finances

The Wyre u3a operates an inclusive subscription and funding model, so that there is no individual payment for interest group attendance.

The Wyre u3a operates the Third Age Trust principle that members of the u3a involved in the organisation, running and provision and facilitation of u3a activities do so "pro-bono" and will not be paid by Wyre u3a for this activity beyond the refund of expenses incurred.

### 4.1 Payments

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

- When a trip is organised by and paid through the u3a or paid directly by the members to the trip organiser.
- When payments may be deducted from activity revenue:
  - Venues
  - Coaches
  - Tutors
  - Speakers

Outside speakers should be asked to state their fees and any travel costs at the time of booking and for bank details to allow payment by bank transfer.

Where the committee has agreed the use of a paid tutor, they will provide evidence of their self-employed tax status and any appropriate public indemnity insurance. Payment will be following an invoice to the u3a as agreed in advance.

The committee (via the Treasurer) will monitor the 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 of the charity.

#### 4.2 Payments to other charities

In line with charity law, Wyre u3a cannot raise funds for another charity that does not have similar charitable objectives. Wyre 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.

### **5 Social activities**

The financial and operational management of the social activities of Wyre u3a are delegated by the committee to the Social Activity and other Groups. Social activities include events such as theatre trips, visits, vacations, celebratory events and meals, and educational days out.

Wyre u3a operates a separate bank account for social activities conducted by any group and all monies collected in advance of payment required to fund a group visit, educational or social event should be passed to the treasurer to be deposited in the account and repaid as and when requested by the group leader, or a member nominated to act on behalf of the group.

Social activities will be charged at cost and all participants pay appropriately. The costs paid by members attending will cover any out-of-pocket expenses incurred by the organisers.

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

As all u3a members offer their services free to the movement, the organiser(s) do not get any pecuniary reward for organising an event.

### **5 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 – with committee approval – 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 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.

## **6 Membership Fees and membership of more than one u3a**

The Wyre u3a membership fee is inclusive; attendance at all Wyre u3a interest group activities is free for members of Wyre u3a.

The membership fee is reviewed on an annual basis. Wyre u3a is committed to keeping the membership subscription as low as possible to ensure that the u3a remains accessible to all members.

For u3a members who can evidence membership of another u3a Wyre u3a will reduce the cost of membership by the amount that is paid to the Trust for each member.

## **7 Asset register**

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

All assets are fully written off against receipts in the year of purchase. The register is reviewed annually.

## **8 Reserves**

Wyre u3a aims to keep a level of reserves that will cover six 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 self-financing.