



# Finance for U3As: The Simple Way

Trust, pragmatism, flexibility, control

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# Master of the house, keeper of the zoo Ready to relieve 'em of a sou or two

What should the Treasurer do?

- Help prepare and ensure that the financial policies are complied with
- Maintain the financial records
- Provide accounts for filing at the Charity Commission, the annual meeting and other as required
- Deal with banking and cash matters
- Link well with the members, be pragmatic, stay flexible
- Enjoy the role, it isn't supposed to be a full time job

# Financial Controls

Why do this?

- We all need to know within what limits we are allowed to operate, so be transparent and write them down for all to see, the Trust's annual accounts report on at least 18 separate policies
- Make them available for members to read and understand, communicate them to each other
- Set out how the controls or limits may be changed and by whom
- Make life easier for everyone at the U3A and for those following in your footsteps

# Financial Controls

Who prepares and uses them?

- The trustees, who have equal and joint responsibility for all of the U3A's assets which include the cash and bank accounts
- The Treasurer will follow these policies in fulfilling her/his role
- The members should have access to them so they know how the system functions and who is responsible for what
- The aim is to be transparent and pragmatic while retaining control

# Financial Policies: 1/3

What should they cover?

- Banking
  - which bank, is a local branch necessary
  - how many accounts are needed, and why
  - who are the signatories (at the Trust we have four)
  - who can pay funds in, and how – online, cash, cheque?
  - online banking and is dual authorisation available
  - are credit cards available

# Financial Policies: 2/3

- Dual Authorisation
  - two signatures required for all transactions or just bank payments?
  - what are the financial limits we want to set and for whom?
  - group leaders
    - booking an activity
    - expenses while engaged in an activity
- Expenditure
  - the policies must try to cover all U3A costs, but what are they?
    - everyday expenses including stationery, bank charges,
    - hall hire?
    - day trips, including train fares?
    - holidays?

# Financial Policies: 3/3

- Credit cards
  - who should have a U3A bank credit card and what limits should apply
  - should group leaders be able to use their own credit cards to make bookings
- Other considerations
  - what evidence is needed to support expenditure
  - what frequency of reporting is necessary
  - how are receipts and expenses to be reported to the Treasurer
  - how are surplus funds or cash to be remitted to the U3A by convenors

# Gift Aid

I will be issuing further guidance on Gift Aid shortly but all U3As should claim Gift Aid, in brief:

- It is claimable on the basic membership subscriptions the U3A receives but be careful if composite rates are paid
- U3As must ensure they have valid declarations for every individual included in the claim (including married couples)
- Keep declarations for 6 years and download a new form each year as they do change
- Keep all correspondence from HMRC and the CC indefinitely