



## Torrige 3<sup>rd</sup> Age Financial Policy

The trustees of Torrige 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 the u3a.

Trustees are jointly responsible for keeping full financial records. These include those of the u3a and all the interest groups, sub-groups etc., where appropriate. To enable the trustees to carry out these responsibilities, the financial procedures detailed below will be followed.

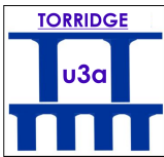
A copy of this policy will be given to all trustees on their election/appointment to the committee and to all group leaders. It will be made available to members on the website.

The policy will be kept under review and revised as necessary

### Banking

- All bank accounts are in the name of TORRIDGE 3RD AGE 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 decided by the Committee but will always include the Treasurer and Secretary. 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.
- 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.
- Whenever practical two people should be involved in counting cash receipts

### Online banking



Where online operation of the bank accounts is in place 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 Lloyds and Triodos Banks and in accordance with the mandated approval limits.

Operation of the online banking service is under the control of the Treasurer who has full access rights and is responsible for assigning the appropriate delegate rights, as agreed by the committee and in accordance with the bank mandate. All payments are authorised in accordance with the bank mandate. Access to the online accounts varies from bank to bank and may be via a card reader and personal access card or by logging on to the bank system with a personal password and access code.

### **Personal debit or credit cards**

The use of personal debit or credit cards for interest group activities needs to be closely managed. Permission must be sought from the committee where a group feels that there is no other viable way to make payments.

Prior approval must be given by the committee for equipment and other items to be purchased for the use of Torrige u3a or specific interest groups. In these circumstances, it may be appropriate for a member to purchase the equipment themselves and then claim the cost as a personal expense claim.

All invoices must be issued in the name of Torrige u3a. This makes it clear that the purchase belongs to Torrige u3a.

### **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 ringfenced funds held by the u3a on their behalf, as appropriate. The Treasurer, Group Co-ordinator and Group Leader(s) 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 cash and cheques to be paid into the Torrige u3a bank account the committee has decided that:

- Bank paying in slips will not be given to group leaders for this purpose.
- Group leaders may pay sums due by issuing their own cheque or paying online through their own bank account.
- Where applicable receipts will need to be given to group leaders, or acknowledged by email.
- Where net sums are being paid over this needs to be fully demonstrated to the Treasurer e.g. where money for a speaker's lunch is deducted before the proceeds for the lunch are handed to the treasurer.
- Cash held back for cash flow purposes will be within the u3a's approved limit, unless a special arrangement is made with the treasurer and approved by the Committee.

## **Payments**

Any trips organised will be paid for through Torrige u3a bank account. Money will be paid into Torrige 3<sup>rd</sup> Age Bank Account by cash, cheque or bank transfer and the Treasurer will pay the coach/venue.

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. Alternatively they may provide their bank details and a BACS transfer can be made by the Treasurer.

Where the committee has agreed the use of a paid tutor, they must provide evidence of their self-employed status and insurance and invoice the u3a as agreed.

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**

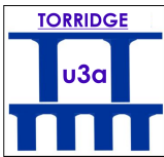
Events such as theatre trips, visits or educational days out must be charged at cost and all participants pay appropriately. The costs paid by members must cover out-of-pocket expenses.

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. Torrige 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.

## **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 Treasurer who would raise any queries and large claims with the Committee. 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.

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

The membership fee is reviewed on an annual basis. Torrige 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 Torrige u3a will charge a reduced membership fee which will be reviewed annually.

## **Asset Register**

An Asset Register is maintained by the Treasurer which records all assets held by Torrige u3a.

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

## **Reserves**

Torrige u3a 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.

Groups can apply to the Committee for a grant to start up a new group or provide additional resources for an existing group. Grants will only be given for non-consumables and any equipment purchased remains the property of Torrige u3a. 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.



Signed:  
Date:

