

## **FINANCE POLICY**

As a charity ours is a basic “pay as you go” membership subscription. Members are responsible for costs incurred by their groups e.g. hall hire. As such, all of a member’s subscription is classed as a donation and can be considered as a gift to be included in the Gift Aid claim to HMRC, provided s/he has signed the requisite declaration form (see separate and more detailed notes under “Gift Aid”).

Accounts are kept on a cash and payment basis and retained for six years as are Gift Aid declarations.

Members’ subscriptions should be used solely to pursue u3a objectives. However, the Members have agreed that a Social Event for members, paid from general funds, can be held at Christmas within a budget agreed by the Committee.

An annual event to update and thank group leaders can be held but costs must be within a budget agreed by the Committee.

### **Trustees**

All Committee members and co-optees are trustees and are jointly responsible for safeguarding the assets with responsibility for the financial records which include those of the u3a and all the interest groups. Providing the Committee has acted responsibly they are covered by indemnity insurance by the Third Age Trust (an excess applies).

### **Banking**

The current bank account is an online Barclays Business (Community) Account. Four Committee members, Chair, Treasurer, Deputy Chair and Business Secretary, are named to operate it on a “dual authorisation” system. Before making any changes to the bank account e.g. usernames, they must be agreed by the Committee and recorded in the minutes. The registered email and postal addresses are the Treasurer’s and will need to be changed accordingly on a change of Treasurer. This can be done in the online account by a current user.

All transactions must be substantiated by digital copies of, e.g. invoices, emails. The Treasurer will make the initial payment request to the online account, then send a notification email with a copy of the relevant transaction, to one of the other three signatories to make the confirming authorisation.

The bank account is a Barclays Bank Online Current Account which does not earn interest.

The Membership Secretary banks members’ cheques and cash subscriptions and advises the Treasurer of the credit transactions.

Members can also join and renew online via our Beacon system and its associated PayPal account. Money is transferred from that account into the Barclays account by the Treasurer.

Members’ subscriptions, and payments for events such as Coffee mornings, Speaker meetings etc. can also be taken by credit/debit card using our “SumUp” terminals, and, as above, funds are transferred from this account into the Barclays account by a Committee Member.

## Group Finances

- Groups should be self-financing, e.g. hall hire and equipment. Funds from the official u3a account cannot be used to subsidise individual groups.
- However, a grant of up to £100 may be requested as necessary to set up a new group.
- Also, the Committee may consider the purchase of costly equipment from u3a official funds. This would not be owned by one particular group, and must be available to other groups.
- Groups' funds should not normally be allowed to build up, and no more than £500 should be retained by the group leader as cash in hand. This limit can be maintained by paying invoices regularly and reducing amounts collected to attend groups. Groups cannot hold individual bank accounts.
- There is no need to keep a record of contributions to hosts for use of their homes or for refreshments.
- To maintain transparency and trust for all concerned, group leaders of groups that meet outside homes, should keep a record of income and expenditure, the balance to be agreed and signed off by a second group member after every session.
- Signing of contracts, e.g. use of outside venues, is the responsibility of the Committee.
- A group leader may choose to engage a tutor but if that tutor requires payment, they must not be a member of any u3a and must be self-employed. Contact the Chair for further guidance.
- Associate membership fee is the year's full subscription less the fee to the Third Age Trust (TAT)

## Payments to other Charities

In line with Charity Law, we cannot raise funds for another charity that does not have similar charitable objectives to ours. We may make payments to speakers who have said that they intend to donate their fee to a specific charity. A declaration would need to be signed by the speaker (see form at end of this Policy). The signed declaration should be kept with our financial records and the payment goes through our accounts as a speaker's fee.

## Asset Register

An asset register is maintained by the Treasurer to include purchase price, date of purchase and location. All assets are fully written off against receipts in the year of purchase. The Third Age Trust provides each u3a with All Risks Equipment Insurance cover for up to £25,000 worth of equipment.

Policy adopted 27<sup>th</sup> November 2025

Review date: November 2027



**DECLARATION BY SPEAKER  
DONATION TO A CHARITY IN LIEU OF THEIR FEE**

To Littlehampton u3a

In lieu of a fee as speaker at your u3a meeting on .....

Please pay £..... to the following charity:

Name of Charity: .....

Charity Number: .....

Contact Details for Charity: .....

being a donation on my behalf.

Name of Speaker .....

Address .....

.....

Signature ..... Date .....