

Preston Park U3A

FINANCIAL POLICY

1 Trustees' financial responsibilities

The trustees of Preston Park 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, 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 made available to members on the website.

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

2 Banking

2.1 Bank accounts

- All bank accounts and business credit cards are in the name of Preston Park 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 will be determined by the trustees to include the Treasurer and at least 2 other trustees. This responsibility cannot be delegated.
- All cheques must be signed by two signatories. All online banking payments must be authorised by two signatories.
- The signatories are responsible for examining the payments 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 payment.

- Business credit cards may be operated by selected trustees, as agreed and minuted.
- 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.

2.2 Online banking

Only trustees or members approved by the committee will have access to this facility. The security of the online system is in line with the arrangements offered by Barclays Bank 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 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.

2.3 Payment by bank cards

The issue of any bank credit card in the name of Preston Park u3a will be approved by the committee. The use of these cards overrides the dual control aspect of the payment authorisation process but is permitted where agreed in advance in recognition that online purchases for certain goods and services represents the most effective, and in some cases, the only method of completing the purchase (e.g. theatre tickets). The committee will predetermine the spending limits for any card.

Preston Park u3a currently holds 3 business credit cards with Barclaycard. All transactions made using these cards appear immediately on the Barclaycard account (subject to the timescales for electronic banking transactions) and are subject to review by the nominated officers through the online banking service. All such payments must be supported by appropriate documentation.

2.4 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 Preston Park 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 Preston Park u3a.

3 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 for the benefit of the Group as agreed by the Group leadership and the Treasurer and can withdraw money on request from the

ringfenced funds held by the u3a on their behalf, as appropriate. The Treasurer 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.

The committee (via the Treasurer) will monitor the income and expenditure of the groups and liaise with the Group Leaders accordingly. Group leaders need to provide regular information, where required, 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.

3.1 Receipts

To manage payments into the Preston Park u3a bank accounts the committee has decided that:

- Online payments for subscriptions and group activities from members are acceptable in line with instructions provided by the Treasurer and published on the website.
- Cheques for annual membership subscriptions must be passed to the Membership Secretary who will pay them into the appropriate bank account.
- All other cash and cheques for u3a activities must be passed to the Treasurer with the appropriate documentation.
- Bank paying in slips will not be given to group leaders.
- Receipts will not normally be provided unless specifically requested at the time.
- Where net sums after expense deductions are being paid over this needs to be fully itemised to the Treasurer.

3.2 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 e.g. Venues, Coaches, Tutors, Speakers
- When payment for venues, coaches, tutors, speakers etc must be paid by the u3a.

Outside speakers should be asked to state their fees and any travel costs at the time of booking and payment arrangements subsequently agreed with the Treasurer.

Where the committee has agreed the use of a paid tutor, they must provide evidence of their self-employed status (UTR and NI No.) and their qualifications and invoice the u3a as agreed.

3.3 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.

3.4 Payments to other charities

In line with charity law, a u3a cannot raise funds for another charity that does not have similar charitable objectives. Preston Park u3a will make payments to speakers who have indicated that they intend to donate their fee to a specific charity but will not pay direct to their nominated charity.

If members wish to raise money for another form of charity at a u3a activity or event, they can personally collect the money and pay the beneficiary - totally separate from the u3a. The fundraising could take place at a u3a event (e.g. a Quiz Night or monthly meeting) but would not affect the income of the event.

4 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 committee and no committee member should authorise their own claim.

All claims need to be made on the appropriate form (copies available from the Treasurer and on the website) giving sufficient detail as to the nature of the expense.

Expense claims should reflect the cheapest reasonable 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.

5 Membership Fees and membership of more than one u3a

The membership fee is reviewed on an annual basis. Membership is currently free for those over the age of 90.

The committee has agreed that no discount will be offered to members of other u3as.

6 Asset register

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

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

7 Reserves

Preston Park 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 entirely self-financing.

Version No	Date	Approved by	Approved on	Next Review
3	July 2026	PPu3a Committee	3 July 2026	July 2027