



Knutsford and District u3a

ACTIVITY GROUP FINANCIAL GUIDELINES

All Activity Groups, the Outings and Visits Committee and the Theatre and Concert Trips Organiser who hold money on behalf of the members of Knutsford and District u3a must keep careful records of income and expenditure. While the money relating to each Activity Group or specific event can be 'ring fenced' for that purpose, it legally belongs to Knutsford and District u3a and not to a specific group or event. It has to form part of our end of year accounts. The Group Leader of an Activity Group, (or a delegated member of the group) acting as Group Treasurer, is responsible for this task.

These guidelines are for the Group Leader or Group Treasurer of an Activity Group

It is u3a policy that you:

- do not arrange the Group finances through personal bank accounts.
- bank cash and cheques through the u3a Activities Treasurer.
- only spend money with the agreement of group members.
- may keep up to £150 in petty cash.
- or a group member may use personal cheques or BACS payments for up to £150 where there is no other practical method.
- do not use personal Debit or Credit cards, unless no other practical method is available then:
 - You are responsible to fund all such payments from members of the Activity Group or from the group's funds, if adequate, held by the u3a Activities Treasurer.
- obtain approval from the Committee before purchasing equipment for the use of an u3a Activity Group where the value is greater than £50.
- obtain invoices in the name of Knutsford and District u3a.
- only use paid tutors with the agreement of the committee. Payment will only be made when the Tutor has provided evidence of their self-employed status and invoiced Knutsford and District u3a.
- do not make any written rental agreements.
- keep detailed records of income and expenditure and submit an annual Financial Return Form to the Activities Treasurer (will be sent out in March each year).
If you are unsure what is required, please consult the Activities Treasurer.

Useful phone numbers:

Activities Treasurer & Treasurer	Adrian Long	01565 632067
Chair	Mark Barley	0161 929 9438
Groups Supporter	Stuart Allan	01565 632904