



Knutsford and District u3a

ACTIVITY GROUP FINANCIAL GUIDELINES

All Activity Groups 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

The u3a Treasurer will keep a simple record of the income you notify him that you have banked in the u3a bank account after he has reconciled it with the bank statement and of the payments you have asked him to make on behalf of your Group. He will also keep a register of any assets you have purchased on behalf of your group. These will be covered by the u3a insurance and legally belong to Knutsford u3a.

It is u3a policy that you:

- You keep records of income and expenditure and submit an Annual Financial Return Form to the Treasurer by 31st March each year and manage all Group finances through the Knutsford and District u3a Bank Account.
- You do not use personal Debit or Credit cards or personal cheques for u3a payments over £150 unless this has been agreed by the Committee.
- All invoices for u3A activities and equipment should be in the name of Knutsford and District u3a

Group Income

It is your responsibility to ensure that your members pay for their activities.

The u3a does not accept BACS transfers from Group members.

You must bank income for Group activities in the Knutsford and District u3a Bank Account but you may keep up to £150 in petty cash.

If you regularly bank income the Treasurer will issue you with a paying in book specifically for your group. Please do not use any other paying in book or let anyone else use your book for banking.

When you bank cheques or cash:

- notify the Treasurer of the amount by e mail and
- include the slip number from the paying in book.

If you wish to receive payment by card there are 5 card readers available from Stuart Allan the Groups Advisor or Adrian Long the Treasurer.

If you use the card reader:

- input the Group name and payee on the machine against each payment
- check that each payment has gone through
- keep a record of each payment and

- e mail these details to the Treasurer so that he can reconcile the payments with the bank statements
- Please be aware that there is a charge for card payments and the Treasurer will post the net amount to your Group record of income.

Group Expenses

You are responsible for funding all expenses from members of the Activity Group or from the Activity Group's funds held in the u3a Activities Bank Account. When you want the Treasurer to make a payment on behalf of the Group make sure that you have sufficient funds banked and check that the invoice is correct before authorising the Treasurer to make the payment.

Use of Paid Tutors

- Do not start to use a paid tutor unless the Committee has formally agreed this at a meeting and it is recorded in the written minutes.
- If the Committee agrees the use of a paid tutor payment will only be made when the Tutor has provided evidence of their self-employed status, this has been checked against the HMRC Employment Status Indicator (<http://www.hmrc.gov.uk/calcs/esi.htm>) and the tutor has invoiced Knutsford and District u3a.

Important Additional Information

- You should only spend Group money with the agreement of Group members.
- You or a Group member may use personal cheques or BACS payments to pay for Group expenses or purchase Group assets up to £150 only **where there is no other practical method.**
- Do not use personal Debit or Credit cards, unless no other practical method is available.
- Obtain approval from the Committee before purchasing equipment for the use of a u3a Activity Group where the value is greater than £100 and notify the Treasurer so that he can include them in the u3a Asset Register.
- Do not make any written rental agreements

Useful phone numbers:

Activities Treasurer & Treasurer	Adrian Long	01565 632067
Chair	Sue Allan	01565 632904
Groups Supporter	Stuart Allan	01565 632904