



Knutsford and District u3a

OUTINGS, VISITS AND HOLIDAYS SUB COMMITTEE AND THEATRE AND CONCERT TRIPS ORGANISERS FINANCIAL GUIDELINES

The Outings, Visits and Holidays Sub Committee and Theatre and Concert Trips Organisers 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 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 Sub Committee etc (or a delegated member) is responsible for this task.

These guidelines are for the Outings, Visits and Holidays Sub Committee and Theatre and Concert Trips Organisers and they are collectively called the Group in this guidance.

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.

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.
- However the Committee has exceptionally agreed that the Group may purchase tickets using personal Debit or Credit cards or personal cheques for u3a payments over £150 in order to obtain discounts. This may be done where no other method for obtaining the discount is available.
- Discount refers to reductions in both the purchase price and in any administration or delivery fee.
- All invoices for u3A events and expenses should be in the name of Knutsford and District u3a

Group Income

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

The u3a does not accept BACS transfers from u3a members.

You must bank income for outings and other events specified above 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.

The Group may receive payment for group events via Paypal.

The Webmaster is able to set this up for you.

- Please be aware that there is a charge for both Paypal and 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 u3a members attending events or from the 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 their agreement and sufficient funds banked. Then check that the invoice is correct before authorising the Treasurer to make the payment.

If you are making a substantial advance payment for tickets and do not have sufficient funds to cover the cost the Treasurer will authorise the payment to be made using any other funds available in the Activities Bank Account until the Group has sufficient funds earmarked to cover the cost.

Useful phone numbers:

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