

MELTON MOWBRAY U3A

Groups Finance Policy

1. Melton Mowbray u3a (MMu3a) is a registered charity with a large number of interest Groups, each of which is responsible for their own running and finances. The accounts of any u3a are required to be examined at the end of each year in time of presentation at that u3a's AGM. The information and requirements in this policy are provided by the Third Age Trust, our national Body, and are informed by the Charity Commission.

1.1 All u3as have Groups that are run or managed by one or more members. However, the funds and assets of these Groups belong to the u3a and matters relating to these are covered in this policy.

2. Groups' finances

2.1 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 deemed necessary by the group members and the group leadership. If monies are held by the Treasurer on behalf of an interest group, these funds are ringfenced and can be withdrawn on request by the Group Leader(s), as appropriate.

2.2 The committee (via the Treasurer) will monitor the income and expenditure of the Groups as necessary. Group leaders, if requested by the Treasurer, need to provide information, as agreed, 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.

2.3 The Treasurer, Groups Co-ordinator and Group Leader(s) need to agree what records should be kept 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.
- Minimise the risk of error and potential loss of funds.
- Allow group leaders to maintain cash floats.

2.4 To manage the handover of cash and cheques to be paid into the Melton Mowbray u3a bank account, Group leaders should not pay sums due by issuing their own cheques or paying online through their own bank account, nor deposit Group's cash into their personal bank accounts.

Payments

2.5 The committee will inform relevant group leaders as to the approved process for payments relating to:

- A trip organised by a group and paid for by monies received by the u3a Treasurer, or paid directly by the group members to the trip organiser;
- Payments for venues, coaches, tutors and/or speakers which need to be paid by the u3a via the Treasurer or deducted from revenue collected at group activities.

N.B. It must be noted that u3a members may not be paid for tutoring a group, although reasonable expenses may be paid. Outside tutors may be paid a fee.

2.6 Where the committee has agreed the use of a paid outside tutor, they must provide evidence of their self-employed status and invoice the u3a as agreed. Outside speakers should be asked to state their fees and any travel costs at the time of booking and a cheque or BACS payment obtained from the Treasurer.

3. Social activities

3.1 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.

3.2 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.

3.3 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.

4. Assets

4.1 Any assets purchased by MMu3a and held by individual Groups or cash accumulated by Groups belong to the u3a and must be returned to the u3a if the group ceases to exist. These assets should also be listed on the Asset Register This Register will record, where known, all assets held including their initial purchase price, date of purchase, estimated nominal value and location.

5. Surplus or Deficit

5.1 If a Group closes, surplus funds held by that Group must be returned to the Treasurer as all funds belong to the u3a They may be ring-fenced for an agreed period of time so they may be used for a similar activity in the future, should the Group restart.

5.2 Ideally, all Groups and activities will be self financing. However, if an activity results in a deficit, the u3a must underwrite it and decide whether the activity should be allowed to continue if further deficits are expected. Groups with paid tutors cannot be subsidised.

6. Insurance Cover

6.1 Insurance cover is provided currently (until 31st Dec 2025) by Aviva Insurance Limited – policy number 100663285CCI. Note the insurance cover may change on an annual basis and the Third Age Trust website should be checked for the current cover.

This policy covers u3a cash held in members' homes, hired premises and in transit (including in transit to the bank).

6.2 Principal exclusions:

- Fraud and dishonesty.
- Loss from unattended vehicles.
- Shortages or errors.
- Loss resulting from the use of a key or combination code from premises outside normal hours.

6.3 Limit: £1,000.

6.4 Excess: £0.