Finance Policy

1. Executive Committee's financial responsibilities

The Executive Committee members are the Trustees of Newmarket U3A and 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, Companies Acts etc.).
- Preparing Annual Accounts in accordance with the governing document, relevant legislation and Charity Commission requirements.
- Ensuring the accounts show a true view of the income and expenditure of the Newmarket U3A.

The Executive Committee are jointly responsible for keeping full financial records. These include those of the Newmarket U3A and all the interest groups, sub-groups etc., where appropriate.

To enable the Executive Committee 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 reviewed annually and revised as necessary.

2. Banking

2.1 Bank accounts.

1. All bank accounts are in the name of Newmarket U3A and operated by the Executive Committee.
2. New accounts may only be opened by a decision of the Executive Committee, which must be minuted.
3. Changes to the bank mandate may only be made by a decision of the Executive Committee, which must be minuted.
4. The authorised signatories are the Treasurer and one other of the following: Chairman, Vice Chairman and Secretary. Other signatories may be approved by the Executive Committee if necessary. This responsibility cannot be delegated.
5. All cheques must be signed by two signatories and all electronic payments authorised by two signatories.
6. The signatories are responsible for examining cheques and electronic transfer authorisations for accuracy and completeness.

7. The signatories are responsible for examining the payment documentation (purchase invoice etc.) prior to signing the cheque or authorising the electronic transfer

8. All bank statements must be sent to the Treasurer directly.

9. Blank cheques will never be issued.

10. Blank cheques will never be signed by one signatory for a second to complete later.

11. Whenever practical two people should be involved in counting cash receipts.

2.2 Online banking

Where online operation of the bank accounts is in place only the Treasurer and signatories approved by the Executive Committee will have access to this facility. The security of the online system is in line with the arrangements offered by Lloyds Bank and in accordance with the mandated approval limits.

2.3 Personal debit or credit cards

Permission to use personal debit or credit cards must be sought from the Executive Committee where a group feels that there is no other viable way to make payments (for example should equipment and/or other items need to be purchased for the use of Newmarket U3A and its specific interest groups). Subject to prior approval given by the Executive Committee, it may be appropriate for a member to purchase the equipment themselves and then claim the cost as a personal expense claim. An electronic or printed copy of the receipt/invoice must be submitted to the Treasurer when the money is reclaimed.

2.4 Groups' finances

All funds of all Interest Groups belong to Newmarket U3A. Groups are permitted to make any small expenditure deemed necessary by the group co-ordinator and members, and the group leadership can withdraw money on request from any ring-fenced funds held by the U3A on their behalf, as appropriate. The Executive Committee, including the Treasurer, and Group Co-ordinators must agree on what records are kept in order to:

- Allow the Treasurer to keep accurate accounts for presentation to the AGM, the Executive Committee 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.

2.5 Receipts

To manage the handover of cash and cheques to be paid into the Newmarket U3A bank account the Executive Committee has decided that all monies received will be notified to the Treasurer who will confirm that they have been paid into the bank account.

- Bank paying in slips will not be given to group co-ordinators for this purpose.
- Where net sums are being paid over this needs to be fully demonstrated to the Treasurer.

2.6 Payments

The Executive Committee will inform relevant group co-ordinators as to the approved process for payments. The Executive Committee (via the Treasurer) will monitor the income and expenditure relating to the groups' activities.

- Where the Executive Committee has agreed the use of a paid 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. They will be paid upon completion of the event.
- Payments to other charities: In line with charity law, a U3A cannot raise funds for another charity that does not have similar charitable objectives.
- Social Events: 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 any out-of-pocket expenses due to the organiser of the event. The organiser of an event must not benefit personally 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.

2.7 Expenses policy

Out of pocket expenses incurred by the volunteers who are involved with running the U3A may be reimbursed. Expense claims must be submitted with receipts. Electronic receipts will be accepted. Expense claims will be authorised by the Treasurer/ Executive Committee and no Executive Committee member may authorise their own claim.

Expenses will include – with Executive Committee approval – attendance at the Trust's AGM and Conference or national/regional workshops. All claims need to be made with the appropriate receipt, giving sufficient detail, including the date, and nature of the expense. Expense claims should reflect the cheapest travel option available. Travel by car will be reimbursed at the current HMRC approved rate for the actual mileage travelled. Claim must be summited on a form showing full details: Date, to and from, reason. Car parking and congestion charges can be reclaimed (with receipts) but parking or other fines will not be allowed. Overnight accommodation will only be allowed in exceptional circumstances and will need the prior agreement of the Executive Committee.

3. Membership Fees and membership of more than one U3A

The membership fee will be reviewed on an annual basis. Newmarket U3A is committed to keeping the membership subscription as low as possible to ensure that the U3A remains accessible to all members. Members joining after 1 June in any year will be entitled to a membership expiring on 1 August of the following year.

Newmarket U3A will reduce the cost of membership by the amount that is paid to the Third Age Trust for each member if evidence of membership of another U3A is produced.

4. Asset register

An asset register will be maintained by the Treasurer to record all assets held which cost more than £25. This will include their initial purchase price, date of purchase, estimated nominal value and location. Depreciation will be at the rate of 25% per annum for the purpose of the register.

5. <u>Reserves</u>

Newmarket U3A will keep a level of reserves that will cover six months of regular activity and maintenance of safe and good quality equipment. This amount is reviewed annually by the Executive Committee. The current sum recommended is £2,500.00.

This policy was adopted by the Executive Committee on 16 February 2024

Signed: G Cornwell   Dated: 23 February 2026

Chair

Revision date: February 2027