

FINANCE POLICY

Objective

The objective of this policy is to provide a structured framework for the management of East Renfrewshire u3a's (ERu3a) Income, Expenditure and Assets.

It provides guidance to the Trustees and members with regard to financial matters involving ERu3a and all groups associated with the organisation.

Compliance

ERu3a will prepare annual accounts on a Cash Receipts and Payment basis for presentation to the Trustees and members. The accounts will comply with u3a and the Scottish Charity Regulator (OSCR) requirements.

ERu3a Committee

The governing body of ERu3a is the Committee. All Committee members, including co-opted members, are Trustees.

Trustees are jointly responsible for:

Maintaining financial records for ERu3a and all groups and sub groups associated with the organisation.

All funds and assets belonging to ERu3a.

Trustee (Committee) Meetings

A report will be made by the Treasurer at all Committee Meetings informing the members of the current actual financial position and forecast of future position.

The Committee will decide on the Membership Subscription on an annual basis.

Income and Expenditure

Cash inflows come from 2 main sources:

- Annual subscriptions mainly received in the period June–August
- Gift Aid can be claimed in respect of the annual subscription.

Cash outflows consist of:

- Running expenses which are spent fairly evenly throughout the year.
- Payments to the Third Age Trust for subscription, magazine delivery and Beacon which are paid in April and May.

This means that we have high levels of funds in September, reducing throughout the year and fairly substantially in April and May of the following year.

Current Specific Policies

1. Receipts

1.1 Subscriptions

The Trustees will set the annual subscription prior to the AGM based on current reserves, forecast membership and forecast future expenditure.

Activity costs are paid by the Group members.

1.2 Gift Aid

Members will be requested to complete a Gift Aid declaration, if their tax status is appropriate.

Members who have submitted a Gift Aid declaration should notify ERu3a if their tax status changes and they no longer qualify.

2. Payments

2.1 Cheques

The main, activities and community Bank accounts will have the same designated signatories (maximum five). Cheques must be signed by two signatories.

2.2 Cash and Other Asset

All cash at bank or in floats, including Group monies, is the property of ERu3a.

All asset purchases will be authorised by the Trustees.

An asset register will be maintained. An annual review of these assets will be carried out. Assets which are no longer of value to ERu3a will be removed from the register and sold, if appropriate.

2.3 Revenue Expenditure

- Revenue expenditure will be approved by the Trustees at Trustee (Committee) meetings. In exceptional circumstances the Chairman may authorise expenditure up to £50, which will be confirmed at the next Trustee meeting.
- Regular room and hall rental will be approved on an annual basis by the Trustees.
- Cash floats may be issued where the Trustees consider it is appropriate. Replenishment of floats should be supported by receipts.
- ERu3a will finance the set-up costs of a group, thereafter a group should be self-funding. Should the group require further or replacement capital assets, the facilitator may request the committee for this expenditure. ERu3a does not fund guest speakers nor consumable items required by groups. The Facilitator may also ask group members to contribute a small charge to cover these expenses
- Facilitators who carry out a recce for health and safety reasons will be refunded fuel costs as per the Car Sharing policy.
- Payment of tutors should be discussed and approved by the Trustees. The paid tutor must provide evidence of their self-employed status by giving their Unique Tax Reference Number (UTR) and invoice ERu3a as agreed.

- **Paying for Speakers.**
Speakers who are members of any u3a cannot be paid a fee. However, it is allowable to pay pre-agreed reasonable expenses.
External Speaker's fees and expenses should be agreed beforehand. The costs should then be reimbursed to the speaker, after their presentation, by the Treasurer, ideally as a BACS payment. There is an annual allocation for speaker fees.
If a speaker wants to donate their fee to a nominated charity, then they should do this at their own discretion after being paid by ERu3a.
All payments should be recorded under Speakers Fees and Expenses.

3. East Renfrewshire u3a Reserves Policy

In order to ensure the ongoing solvent operation of East Renfrewshire u3a it is necessary for the Committee, who are all Trustees, to maintain adequate reserve funds.

The fund to be maintained should be a minimum of three months and a maximum of six months operational expenditure.

Note: £5000 has been ring fenced to cover the maximum Public Liability insurance excess.

Substantial payments are due to the u3a National Organisation (Third Age Trust) in the three months April to June in every year. This falls after the end of the annual Income and Expenditure period to 31st March. It is also an essential requirement that sufficient funds are available to make these payments after the period end.

u3a		REVISION	
Rev	Description	Review Date	Next Review
1	Policy approved by Committee	January 23	January 25
2	Policy approved by Committee	February 23	January 25
3	2.1 A maximum of five bank signatories added. 2.3 £100 reduced to £50 2.3 Clarification added re groups self-funding. 2.3 Speaker fees reworded 3 PL Insurance excess added. Policy approved by Committee	13 January 2025	12 January 2026
4	2.1 Community account has been added.	11 March 2026	11 March 2027
5	Compliance – reference to OSCAR added.	10 April 2026	9 April 2027