

Financial Implications for Groups



If yours is a group that :-

1.	Goes out and about and the only money spent is by each member on food and drink in public places	e.g. walking groups Cycling Photography Ten Pin Bowling	No change / no action necessary	
2.	Meets in a member's home or at Carlton Fire Station or other free venue. You should charge no more than 50p each for coffees, etc.	e.g. Art/Art Appreciation Bonsai, Book Club Cinema, Art Classical Music Discussion, Poetry Sewing, Travel	No change / no action necessary	
3.	Meets in a public house or similar where no charge is made for the venue, and where each member buys their own food and drink and/or any other costs	e.g. Alt Book Club Canasta, Card & Board Creative Writing GOM, Grouchy Girls Indoor Bowls Knit & Stitch	No change / no action	
4.	Meets in a venue where there is a charge for the room, collect fees from each member to cover costs and keep a small float.	e.g. Family History Green Fingers Guitar, Ukulele History Study Making Music for Fun Music Appreciation Science	Float should be kept low and certainly no more than £50 but keep enough to cover your costs if membership should be unexpectedly low in a given month Always get a receipt for room hire (and for any other major costs such as a visiting speakers) . Record all transactions in and out on the ledger in Beacon	See the Treasurer at regular intervals to go through Beacon and your float and to hand over receipts. Any monies greater than £50 to be given to the Treasurer who will ring fence it for your group

5.	Meets in a venue where there is a charge for the room and you pay a Tutor, collect fees from each member to covers cost and keep a small float	e.g. French Singing for Pleasure Table Tennis Tai Chi	Float should be kept low and certainly no more than £50 – but keep enough to cover your costs if membership should be unexpectedly low in a given month. Always get a receipt for room hire and from your Tutor. Record all transactions in and out on the ledger in Beacon	See the Treasurer at regular intervals to go through Beacon and your float and to hand over receipts. Any monies greater than £50 to be given to the Treasurer who will ring fence it for your group
6.	Meets in a venue where there may or may not be a charge for the room but you charge members for consumables used, collect fees from each member to cover costs and keep a small float	e.g. Crafts, Drama Wine Tasting (Raffle)	Float should be kept low and certainly no more than £50 – but keep enough to cover your costs if membership should be unexpectedly low in a given month. Always get a receipt for room hire, and any purchases made on behalf of the group. Record all transactions in and out on the ledger in Beacon	See the Treasurer at regular intervals to go through Beacon and your float and to hand over receipts. Any monies greater than £50 to be given to the Treasurer who will ring fence it for your group
7.	Your group fits any of the 6 categories above but on occasion goes out on a visit. If you use cars or public transport and each member pays their own costs – entrance fees, food and drink, petrol etc.	e.g. Local History Ale, Cider, Lager Tasting Religious Architecture & potentially any of the groups	No extra action other than that listed in your group’s category above.	
8.	Your group fits any of the first 6 categories above but on occasion (or regularly) goes out on a visit.	e.g. Bird Watching Local History Out to Lunch	All charges to each member must be as close as possible to the expected charges and anything left after the trip	Consult with the treasurer around the time of the trip. If any item (such as a

	If the convenor collects deposits or full costs from each member, and/or you use a coach or mini bus, and the convenor pays the venue and/or any other expenses	Railway Enthusiasts & potentially any of the groups	should be refunded to the participating members, or absorbed into the groups float. Always get receipts for any major costs.	coach) is invoiced, pay the appropriate amount to the treasurer at the earliest opportunity. Hand over any receipts to the treasurer. Any float greater than £50 by the end of the trip to be given to the Treasurer who will ring fence it for your group
9,	Study Trips. A Study Trip is similar to a visit as in point 8 but could include 1 or more overnight stays. If the purpose of the trip is to participate in your normal groups activities whether it is walking, dancing, visiting historic places, listening to lectures etc.	Any of the groups	All income and expenditure (even if they are equal) must be recorded and receipted as in point 8 above In order to protect the person arranging such trips, the Trust has arranged Tour Operator Liability insurance. This insurance only applies to the organisation of study group trips, not holidays. NB. All monies paid in advance for study group travel should pass through the main u3a account, as this is part of your core activity.	Consult with the treasurer around the time of the trip. If any item (such as a coach) is invoiced, pay the appropriate amount to the treasurer at the earliest opportunity. Hand over any receipts to the treasurer. Any float greater than £50 by the end of the trip to be given to the Treasurer who will ring fence it for your group
10.	Holidays. A holiday is a holiday with little reference to u3a activities apart from participation by u3a members (and others) and	Any of the groups or the u3a / group of u3a's in general	As far as u3a holidays are concerned, the only safe way to organise them is through a travel agency/tour company so that you are fully covered by their liability insurance.	The treasurer has no involvement in the financial arrangements for holidays and does not need to include them in the u3a accounts.

	maybe a reference to it before and/or afterwards on website or newsletter		<p>A decision to organise a holiday yourselves could leave you personally liable in the event of a claim for any damage or accident that might occur as you would have no insurance to protect you.</p> <p>In addition, it is recommended that where possible payments are made on an individual basis, directly to the company and not to the u3a. Apart from the fact that you then do not have to deal with a lot of cheques, it does mean that there is a direct contract between the individual and the travel company rather than with the u3a as an entity, and should there be a problem resulting in a potential claim, it will be dealt with more quickly. There is, however, no reason why the organiser should not collect cheques and then either send them in one batch or deliver them.</p>	Under no circumstances should u3a bank accounts be used for collating deposits or similar.
11.	Theatre Group		Similar to point 6 above but on a larger scale	See the Treasurer at regular intervals to go through your book keeping and to agree an appropriate float
12.	Trips and Visits		Similar to point 6 above but on a larger scale	See the Treasurer at regular intervals to go through your book keeping and to agree an appropriate float

13.	Meetings that include non-u3a members (other than genuine occasional visitors who are thinking of joining).	Potentially any group but including events such as French Soiree "open" Greenfingers, speakers etc.	Meetings that are open to u3a members and also to non-u3a members should be organised outside of the u3a, although they may be promoted on the website and newsletter so long as they are in line with your group's core main activity.	The treasurer has no involvement in the financial arrangement for these and does not need to include them in the u3a account. NB: u3a insurance is not valid for such meetings.
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