

The constitution of Glossop U3A, Section 4. POWERS clause (xii) says:

The Committee is authorised to produce Standing Orders to supplement and/or amplify this constitution as necessary.

Standing Orders.

1. The Essence of the U3A.

“Each U3A is essentially a co-operative of men and women no longer in full time paid employment, who meet to share common interests and a desire to learn for its own sake.” (preface to the Third Age Trust diary).

As a co-operative it is important that all members participate fully; all members should consider it their duty to help run and ensure the continuity of their U3A.

Groups are the prime element of the U3A, and provide the main thrust to ensure a dynamic organisation. Each member must belong to at least one Group.

The distinction between Groups and Outings.

Glossop U3A is structured into Groups and Trips/Outings.

A Group is defined as one that:

- runs an educational, recreational or social programme, in accordance with constitutional objectives,
- maintains a list of members,
- expects regular attendance at meetings by those members, and
- submits annual accounts and reports.

Members can only participate in trips/outings if they are members of one or more groups.

Trips/Outings are:

- open to all members (provided that they belong to one or more groups),
- discrete, (one-off events that do not have fixed membership), and
- non-profit events which submit a nil-balance return when concluded.

2. Membership.

- There is one level of membership and everyone who joins shares the title *Member*.
- All members share the same rights and responsibilities with respect to Glossop U3A
- Every member pays the base fee that covers-
 - Affiliation fees to the U3A Trust
 - Hire of the room in Bradbury House for the monthly coffee morning.
 - Administrative and development costs for Glossop U3A
- Each group runs as a self-financing, non-profit making entity. Costs vary according to the nature of the group activity but appropriate fees are applied either annually or termly for groups that meet in hired venues.

Honorary Life membership.

The committee may propose to a General Meeting, for their approval, any member considered to have given exemplary service to the U3A to be awarded an Honorary Life membership.

3. Duties and responsibilities of Officers, and other committee members.

Chairman.

The chairman is responsible for running all formal and Management Committee meetings of Glossop U3A, and signing minutes of previous meetings when approved, as being correct by the members of that meeting.

The Chairman shall undertake any other duties that will promote Glossop U3A.

Deputy Chairman.

Chair formal meetings when the chairman is absent. (i.e.all meetings that would have been chaired by the chairman.)

The deputy chairman is responsible for managing the agreed "Trustee Induction" programme for all new committee members.

Membership Secretary.

To receive and inform members of any notices from The Third Age Trust, and to deal with matters relevant to Business.

To keep the general membership informed of changes to the membership, also to make sure that new applicants are fully informed of all the relevant information needed.

Committee Secretary.

Arrange dates and venues for both General and Committee meetings.

Book rooms, issue agendas and copies of minutes from previous meetings, and to take minutes.

Issue notice for AGM, and receive and publish reports prior to AGM.

Liaise with members wishing to make representations to the committee.

Treasurer.

Responsible for all expenditure, and for the production of the annual account and balance sheet.

Presentation of the annual accounts to the AGM and the Charity commission.

Make payments from both petty cash and bank account, against proper documentation to support expenditure. Notify bookkeeper of payments made.

Received monthly account sheets and ledger pages from the bookkeeper and compare to Bank statements. Maintain information showing the build up of the accounts throughout the year to enable production of final accounts.

Produce periodic budget forecasts for the information of the committee.

Assistant Treasurer.

Responsible for all income. Receive income from various sources and issue receipts as appropriate.

Bank all monies received. Inform the bookkeeper of the sources and amounts received and inform the Treasurer of the total banked.

Events co-ordinator, (and assistants)

Arrange trips and outings.

Maintain and publish the U3A programme of events through the planner.

Group and Activities Organiser.

Liaise with the groups, and provide them with assistance as necessary.

Encourage the formation of new groups, and help publicise new group activities.

Provide a channel of communication between the groups and the committee.

At all group meetings, for health and safety purposes, ensure that all members sign an attendance sheet, keep a register of those attending, and identify those absent for several weeks in order to check upon their well-being.

Ensure that all groups produce a financial statement showing total income and expenditure by 31st August, and that this is countersigned by another member of the group as examiner.

The Officers of the Committee, by virtue of the posts held have guaranteed access to any group, activity or event.

All Committee members.

With the agreement of the Management Committee, the chairman, or other officers, may be appointed to represent Glossop U3A at other local, regional or national organisations or committees as the Management Committee may think of benefit to Glossop U3A.

4. Finance and accounting.

The financial year end of Glossop U3A is the 31st August.

For description of accounting procedures – see separate documents attached : -

- Appendix A Overview of Accounting system
- Appendix B Financial arrangements and Accounting records.
- Appendix C Internal Financial controls for Glossop U3A.

5. Trips, Outings and Visits.

The Third Age Trust insurance only provides insurance cover for those U3A activities exclusively for paid up members of the U3A, therefore any trips or outings organised by Glossop U3A are strictly for members only.

Members of another U3A can come to a meeting or group as a guest, but for more regular attendance they must be a member of Glossop U3A.

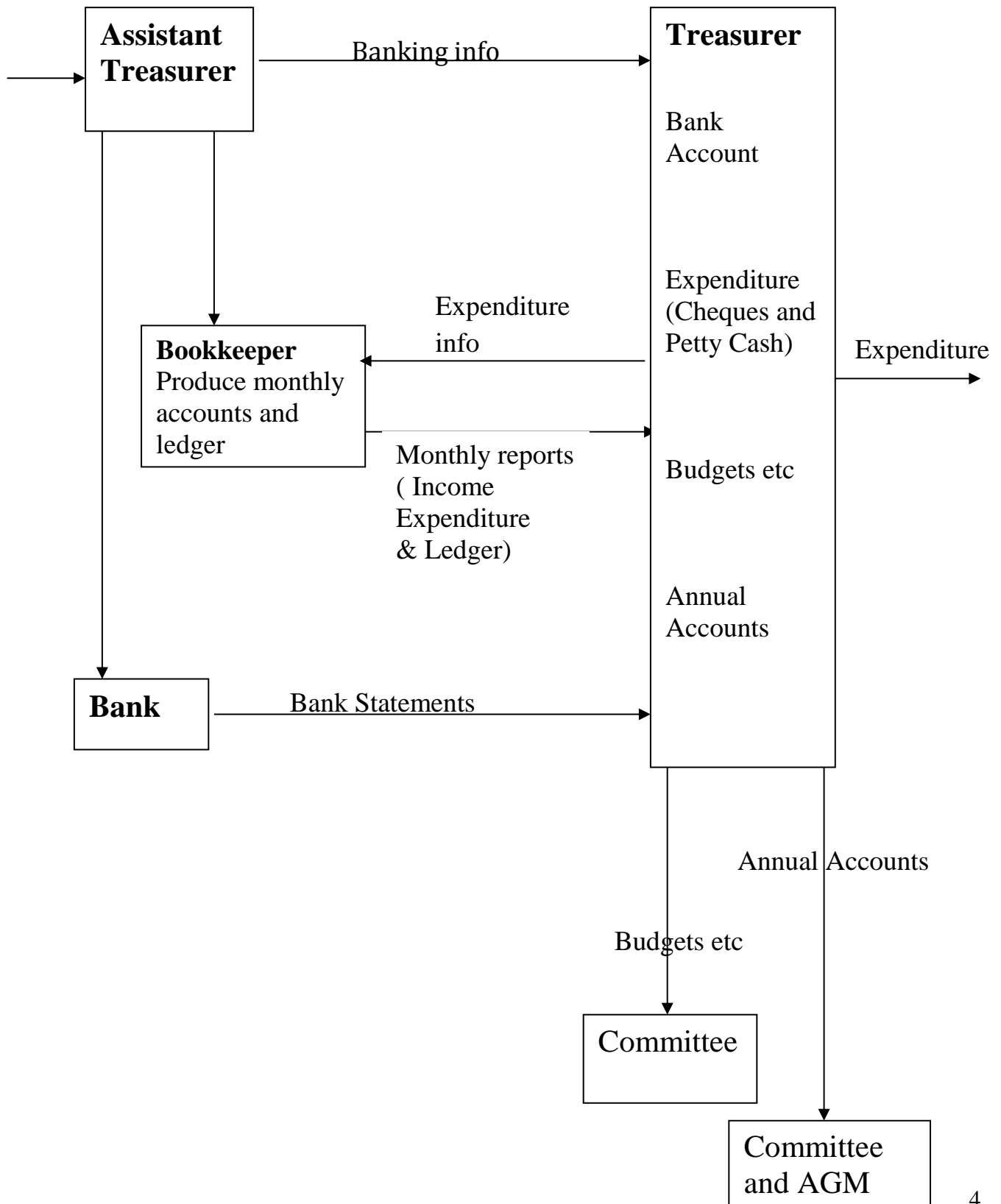
Glossop U3A must be covered by Personal Liability Insurance at all times.

Committee Approval. May 2016

Appendix A

Glossop U3A. Overview of Accounting System.

Retyped AC 05/2009



Appendix B

Glossop U3A Registered charity no. 1091836 University of the 3rd Age

Financial Arrangements

Income:

- Subscriptions - cash & cheque (Annual payment at beginning of Sept.)
- Outings and trips – cash and cheques. Paid to organiser.

Expenditure:

- Room Hire – paid by cheque
- Speaker's fees – cash or cheque (receipt required)
- Trips – paid by cheque, except coach driver's tip paid in cash.
- Expenses (tel/post/print etc) cash and cheque.

Accounting records.

Kept by the assistant treasurer

Income Cash control Account. This is a simple account of the *monies received* and the *cash banked* or *occasionally paid* to the treasurer as petty cash, for which the treasurer gives a receipt.

Kept by Treasurer

In expenditure account, invoices given an identifying number which is also written on the invoice in red ink.

Petty Cash control account. Records petty cash received, allocation of expenditure, and cash on hand, balance kept in the cash box. Invoices are given an identifying number, which is also written on the invoice in red ink.

Bank control account is a record showing the cheques drawn out and the monies paid into the bank (both cash and cheque).

The purpose of this is to show the **cleared** balance (excludes uncleared cheques) in the current account, and when it is appropriate to transfer money from, or to, the reserve account. (U3A have two accounts, current and reserve, the reserve account is only accessed by transfer to and from the current).

The monthly account totals and petty cash totals are carried to a summary showing the Total Income and Expenditure to date, and balanced with the bank records. This leads to the final accounts..

From this record budget forecasts are produced periodically for the committee.

Bank statements received monthly, and reconciled with the Monthly Accounts and the bank control account. Any cheques issued but not yet cashed are noted on the statement.

Invoices. A sequential reference number is allocated to all invoices / expense slips, and cash invoices are filed separately to those paid by cheque.

The treasurer may hold, in the bank, monies on behalf of individual groups.

Produced by the Bookkeeper

Monthly Accounts and Ledger (income and expenditure) maintained on computer, records all those transactions made through the bank.

1. The Monthly Accounts income and expenditure show: -

Monies received by the assistant treasurer, and paid into the bank
Monies are allocated to appropriate headings.
Cheque numbers are shown.

Individual Ledger pages are kept and also a Ledger Total record.

These show monies paid in and out of the bank, and whether allocated to the U3A, a particular trip, or a group and a running total (to reconcile with the Monthly Account). Cheque numbers are shown.

A Sundries record shows the breakdown of items – for U3A general, specifics (e.g. Xmas)

Other records

Trip profit/loss, shows all trips with sequential identifying number, and their eventual profit/loss.

All the above records print out are forwarded to the Treasurer monthly.

Committee Approval November 2010

Appendix C

Internal Financial controls for Glossop U3A.

Segregation of duties – The Assistant Treasurer is responsible for income, and the Treasurer is responsible for Expenditure.

Financial controls for Outings etc.

The organiser will set the individual price to cover the anticipated expenses of the outing. The intention is not set the price to make a profit, but the overall aim is not to make a loss.

The organiser will receive the monies from the individual members and issue written receipts. All such monies received must be forwarded to the Assistant treasurer.

The Treasurer will provide specific cheques and or cash to the organiser for expenditure incurred.

The organiser must provide a statement showing the make-up and totals of income received and expenditure made, and a final balance (profit or loss), together with supporting invoices.

The statement must be forwarded to the Bookkeeper as soon as possible after the outing.

Any discrepancy between the organiser's statement and the balance of moneys held by the Treasurer, if unresolved after investigation, must be reported to the trustees, at their next meeting

Receipt of monies by the Assistant Treasurer.

The Assistant treasurer must issue receipts for all monies received directly from members. Copy receipts must be kept for 2 years. Cash and cheques must be banked as soon as possible. A receipt must be given to acknowledge any petty cash paid to the Treasurer.

Petty Cash should be kept to the minimum necessary to meet the needs of the immediate future.

Budgetary control.

The Treasurer will provide the committee with a budget forecast of income and expenditure at least 4 times during the U3A year.

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Last update: 23rd November 2012