

Treasurers' Workshop

Thursday 13th February 2020
St George's Centre, Leeds



FEEDBACK RESULTS & DISCUSSION NOTES

NB – it was agreed unanimously, by a show of hands, that the register list including e-mail addresses, should be circulated to ALL attendees. This should facilitate networking and sharing of issues, problems etc.

NOTES FROM JOHN BENT'S Q&A SESSION

- Responsibility for Financial management rests with ALL Trustees, not just Treasurers. They should act in accordance with T's advice.
- Holidays should be organised via an ABTA-covered operator and monies not go through U3A accounts.
- No U3A monies should go through personal accounts.
- Dual authorisation – is an improving situation, but varies between banks and branches of banks.
- Trustee Induction is vital and should include:
 - a. Constitution
 - b. CC 'Essential Trustee
 - c. U3A Principles
 - d. Insurance
 - e. Trustee Welcome Pack
- Make sure that all Trustees have a specific role and are aware of the wider U3A movement.
- Deal with succession and have a 'mentor'
- Can pay small amounts (up to c £20) for Trustee expenses
- Small 'thank you' gifts are OK
- OK to make donation towards facility where hold meetings if to benefit of members.
- Need clarification of whether TAM is a 'benefit' for Gift Aid purposes.

CLOSING BRIEF DISCUSSION

Suggested that Trustees should avoid having large proportion retiring at the same time. Rotate periods of service. (3-year rule should possibly not be embedded within constitutions). NB – JB informed us that this can be over-ruled at an AGM if appropriate.

Request for a Network – but no-one volunteered to make it happen. (e-mail chair@ilkleyu3a.org if interested – AG)

Unanimously agreed to share e-mail addresses of ALL attendees. (HW to be asked to action)

✓ = the number of people making each comment

SCENARIOS/ CASE STUDIES (Please see Appendix A)

SCENARIO A

Has it been cleared with committee? Need reasons for expenditure ✓✓✓

Ask for receipts to be sorted ✓

Is it in-line with our policy? ✓

We need a paper copy breakdown of costs ✓

Singing group income should go to U3A accounts as donation ✓

SCENARIO B

Unusual procedure but assume properly authorised ✓

Should report monthly ✓

Must not be using personal accounts ✓

SCENARIO C

Discuss trip with group convenor ✓

Need receipts, invoices etc. Where is the money ✓

Raise issue with committee to control future activities ✓

SCENARIO D

Meet with all group convenors to discuss way forward ✓

Need receipt and expenditure reports ✓

SCENARIO E

Cheques for cash – should be accountable/evidenced ✓✓

Cheques should not be made out to self and signed by self ✓

IOU for £50 – what was this for? Repaid? Not permitted under any circumstances ✓✓

Is the £1,000 correct? Is it adequate? Is it agreed by committee? ✓

SCENARIO F

Have back-up documentation/ password protected ✓

Don't open SPAM e-mails/ delete ✓✓

Contact sender by other means ✓

Check expenditure is approved and matches the invoice ✓

From the Feedback Forms (pink)

✓ = the number of people making each comment

What did you find was the most useful part of the day?

- Talking to other Treasurers/ networking/sharing ideas/ Group discussions ✓✓✓✓✓✓✓✓✓✓
- Problems and methods of working ✓
- Legal aspects of Trustees/committee + U3A policies ✓✓✓✓✓✓✓✓
- John Best's presentation and Q&A ✓✓✓✓✓✓✓✓✓✓
- Beacon developments/ discussion with Frank Bailey ✓✓✓✓✓
- The whole day/ All of it ✓✓✓✓
- Confirmation working OK ✓✓
- Importance of Induction ✓

Will the day help you with your U3A role?

- Yes/ Informative/Useful ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
- Useful to swap experiences ✓
- Developing Beacon ✓
- As I'm not a Treasurer – helped me understand their position ✓✓✓✓
- A little ✓

Did any aspect of the day cause you problems?

- No ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓
- Not facing the screen/ round tables ✓✓
- It identified matters not being dealt with correctly ✓
- Hearing speakers above hubbub of off-stage chatter ✓✓✓✓
- Gift Aid – confusion re magazine as a benefit or not ✓
- Travelling ✓
- Finding the venue ✓
- Too much to talk about/ some parts cut short ✓✓

What would you like to see happen next for Treasurers?

- More info on Beacon/ 'teach-in' ✓✓✓✓✓✓✓✓
- More / Another workshop (in 2 years?) ✓✓✓✓
- Treasurers need a contact network to help share problems and best practice ✓✓✓✓✓
- Next workshop might be more focussed on one topic? ✓

Workshop on keeping up with changes re U3A/ standardisation of policies ✓✓

TAT signposting changes ✓

More training for new Treasurers ✓

Any other comments?

Thank you for the organisation of today ✓✓✓✓

Great/ handy venue ✓✓

Well organised ✓✓

Excellent forum ✓

Well balanced between presentations, discussion and breaks ✓

YAHR could clarify all sources of info and tell us ✓

Microphone for speakers would be good ✓

Use of various computer systems ✓

Too many people at each table ✓

Each U3A has to work within own constraints ✓

Some contradictions re what goes through central accounts ✓

APPENDIX A

SCENARIO A

You are the U3A Treasurer for Oldtown. At a recent open meeting the group leader of the History Group gave you just a pile of receipts and said 'please can you reimburse me for this expenditure'. The group leader of the singing group had previously sent you an email with details of expenditure (but no receipts attached) for that group with information that she had collected £50 from an outside organisation as a contribution to expenses . What issues does this scenario raise and what would you do?

SCENARIO B

You have been appointed as your U3A's Treasurer. You find that in this U3A it has been decided that all groups will be responsible for their accounts - receiving monies from group members and paying for room hire and other expenses. Each group is expected to report to you as Treasurer once a year. You are responsible for preparing the U3A accounts for the AGM and complying with U3A and Charity Commission requirements.

- a. What issues does this raise?
- b. What records would you expect to be provided?
- c. What checks would you do on these records?
- d. What recommendations would you make for future action?

SCENARIO C

You are the Treasurer in your U3A. You receive a phone call from a member of the French Conversation Group to say that she has not received any confirmation of a planned trip to France. She also tells you that someone in the group is now not able to go. You learn that the U3A French Conversation Group are organising a trip to Rouen. The Group Leader has collected £400 from the 15 people so that she can pay online to make the booking for travel and hotel.

- a. What issues does this raise?
- b. What would you do?

SCENARIO D

Recent advice from Third Age Trust is to include accounts for all groups in the overall accounts for each U3A. Previously a U3A has excluded group income and expenditure from the organisation's accounts.

- a. How can this be done?
- b. What records would you expect to see from each group?
- a. Would it be acceptable to treat any opening balances for the groups, as if it were in year income, rather than restating last year's accounts?

SCENARIO E

You, as Treasurer, are preparing your U3A's annual accounts. You have written a few cheques from your U3A to cash and some to pay into your bank in lieu of expenses. The reviewer also notices that you have banked some cheques from yourself and that you have made out a note for an IOU for £50 to the U3A. The reviewer also comments that the U3A has only £1000 balance in the bank.

- a What questions would you expect to be asked by the person examining/ auditing the accounts?
- b What evidence would you be able to provide when asked?

SCENARIO F

You are Treasurer for Southcaster U3A .You keep the accounts on your computer at home.

What do you need to do to keep the accounts secure?

You have received two emails:

- 1) in your spam folder from a person known to you but there is also in the header <https://u.to/abcdFw> Sara
- 2)

Email From: CITY DIRECTORY <callum.cooper=leetalliance.co.uk@mail62.wdc01.mcdlv.net>
on behalf of CITY DIRECTORY LTD <callum.cooper@leetalliance.co.uk>

Sent: 05 October 2019 09:19
To: U3A Southcaster@hotmail.com
Subject: Invoice 2345 from CITY DIRECTORY LTD



Dear Client Southcaster U3A

Here's your invoice!

We appreciate your prompt payment. Thanks for your business! CITY DIRECTORY LTD



CITY DIRECTORY
44 High Street
Southcaster
ST3 5XY

Southcaster U3A
44 Old Lane
Southcaster
ST6 4LB

Invoice 4568

Date 30 September 2019

For publicity in directory	£280
VAT	£56
Total	£336

a. What would you do on receipt of both emails?