



## Canterbury and District U3A Interest Sharing Groups Convention

Agreed 9<sup>th</sup> April 2018

*(Previously known as Interest Sharing Groups)*

1. Interest Sharing Groups usually arise from taught groups, members practising their newly acquired skills.
2. These Interest Sharing Groups are for U3A members only.
3. Interest Sharing Groups are inclusive.

**If a group gets too large for the venue, then it will move or set up an extra group in order to accommodate all members wishing to participate.** The emphasis remains that an Interest Sharing Group will accommodate all Canterbury and District U3A members who may wish to join and can demonstrate sufficient skills to be able to participate. All members, especially the more experienced, will be encouraged to participate in the running of the group, i.e. a cooperative.

Some groups may need pairs or fours to operate but they will welcome new and established members and accommodate them, one way or another.

4. The Group leader will probably be the contact person. They will record the U3A membership number of new members. A record of membership must be kept and be available to the Interest Sharing Group Coordinator on request.

A membership check will be made soon after the point of U3A membership renewal.

This will be done by the Interest Sharing Group Coordinator and Director of Studies against the updated membership database.

5. The Interest Sharing Groups are self-funding and must comply with the attached document "Financial Arrangements for Interest Sharing Groups".

6. Groups meet in a convenient place to suit their activity and run as frequently as the group members decide- often all year. If a hall has to be hired this must be arranged with the U3A Hall Hire arranger, with the cost paid by the Group.

Group members attend as and when they choose and pay as agreed.

7. The Groups will advertise their activity in both the Newsletter and Website. The contact person and their details will be advertised in the Newsletter. The group will periodically update the Interest Sharing Group Coordinator, who is able to arrange to update the website and enable the Group's activities to be published in the Newsletter.

## U3A Interest Sharing Groups (except Bridge)- Financial Requirements

1. *General* These arrangements will apply from 1<sup>st</sup> January 2019 to Interest Sharing Groups existing as at 1<sup>st</sup> April 2018. They will apply immediately for new Interest Sharing Groups formed after 1<sup>st</sup> April 2018.

Interest Sharing Groups are not permitted to open and operate their own bank accounts.

All monies collected by the Interest Sharing Group are the property of the U3A Canterbury & District and shall not be disbursed, unless they are within the scope of these Guidelines. All items purchased by the Interest Sharing Group shall become the property of U3A Canterbury & District.

The chair /leader of the Interest Sharing Group must appoint a bookkeeper who will be responsible for accounting for all the cash received and payments made out of the petty cash. These accounts and supporting records will be subject to audit by the U3A Committee or its representative(s).

The maximum amount of petty cash that a Interest Sharing Group may have at any one time will be determined by the Committee and will depend upon the likely nature of the Interest Sharing Group's financial activities. Normally this will be set at an amount below £100. Amounts in excess of the specified maximum shall be remitted to the Treasurer, normally via BACS who will issue a receipt to the bookkeeper.

The Treasurer will report in the annual U3A accounts the total amounts of income and expenditure for each Interest Sharing Group and when required maintain a separate summary sub -account for the Interest Sharing Group.

Donations to charities shall not be made without the agreement of the U3A Chair. This is because there are Charity Commission/ TAT requirements to be complied with and they are only permitted in certain specified instances.

*2 Level of Interest Sharing Group fees* It will be the responsibility of the Interest Sharing Group to determine the level of fees paid by its members and at what frequency. This should be set at a suitable level to cover the cost of hall hire, purchase of equipment refreshments, specific events and running expenses of the Group. It is recommended by the Third Age Trust that the Interest Sharing Group should set a fixed fee per member per meeting and monitor whether in practice this is sufficient, taking into account the number of members who come to each meeting will vary.

*3. Hall Hire /Purchase of significant items of equipment of a capital nature* Hall hire arrangements must be secured via the U3A hall hire arranger who will ensure that the rental Agreement is made in the name of the U3A. The Interest Sharing Group shall specify to the U3A Hall hire requirements, such as the hall required, the duration of the hire period and frequency and duration of each session. Normally U3A will pay for the complete duration required in advance. Rents will be paid out of the Treasurer's bank account and details sent to the bookkeeper of the Interest Sharing Group.

When it is necessary to purchase significant items of equipment of a capital nature, application shall be made in advance to the Treasurer, together with the justification that the revenue generated by the Interest Sharing Group will cover the expense. Once agreed the invoice should be sent to the Treasurer for payment. All such equipment will be the property of the U3A but in the care of the Interest Sharing Group.

*4. Reimbursement of Expenses and other sundry expenses items*

Members claiming expenses on behalf of the Group for sundry items such as refreshments, stationery etc. must provide the necessary receipts/ invoices against which the bookkeeper may refund them in cash. The bookkeeper must retain all such receipts/invoices.

## U3A Bridge Interest Sharing Groups- Financial Requirements

1. *General* These arrangements will apply from 1<sup>st</sup> January 2019 to Bridge Interest Sharing Groups existing as at 1<sup>st</sup> April 2018. They will apply immediately for new Bridge Interest Sharing Groups formed after 1<sup>st</sup> April 2018.

Interest Sharing Groups are not permitted to open and operate their own bank accounts.

All monies collected by the Interest Sharing Group are the property of the U3A Canterbury & District and shall not be disbursed, unless they are within the scope of these Guidelines. All items purchased by the Interest Sharing Group shall become the property of U3A Canterbury & District.

The chair /leader of the Interest Sharing Group must appoint a bookkeeper who will be responsible for accounting for all the cash received and payments made out of the petty cash. These accounts and supporting records will be subject to audit by the U3A Committee or its representative(s).

The maximum amount of petty cash that a Interest Sharing Group may have at any one time is £200.

Amounts in excess of this shall be remitted to the Treasurer via BACS who will issue a receipt to the bookkeeper.

The Treasurer will report in the annual U3A accounts the total amounts of income and expenditure for each Interest Sharing Group and will maintain a separate summary sub-account for the Interest Sharing Group.

Donations to charities shall not be made without the agreement of the U3A Chair. This is because there are Charity Commission/ TAT requirements to be complied with and they are only permitted in certain specified instances.

2. *Level of Interest Sharing Group fees* It will be the responsibility of the Interest Sharing Group to determine the level of fees paid by its members and at what frequency. This should be set at a suitable level to cover the cost of hall hire, purchase of equipment refreshments, specific events and running expenses of the Group. It is recommended by the Third Age Trust that the Interest Sharing Group should set a fixed fee per member per meeting and monitor whether in practice this is sufficient, taking into account the number of members who come to each meeting will vary.

3. *Hall Hire /Purchase of significant items of equipment of a capital nature such as bridge tables* Hall hire arrangements must be secured via the U3A hire arranger who will ensure that the rental Agreement is made in the name of the U3A. The Interest Sharing Group shall specify to the U3A Hall hire requirements, such as the hall required, the duration of the hire period and frequency and duration of each session. Normally U3A will pay for the complete duration required in advance. Rents will be paid out of the Treasurer's bank account and details sent to the bookkeeper of the Interest Sharing Group.

When it is necessary to purchase significant items of equipment of a capital nature application shall be made in advance to the Treasurer, together with the justification that the revenue generated by the Interest Sharing Group will cover the expense. Once agreed the invoice should be sent to the Treasurer for payment. All such equipment will be the property of the U3A but in the care of the Interest Sharing Group.

#### 4. *Reimbursement of Expenses*

Members claiming expenses on behalf of the Group for sundry items such as refreshments, playing cards, stationery etc. must provide the necessary receipts/ invoices against which the bookkeeper may refund them in cash. The bookkeeper must retain all such receipts/invoices.