

FLEET & DISTRICT U3A

Handbook

Group Leadership

2026/27

Revision 8

Registered Charity Number 1055104

fleet.u3asite.uk

Chair's Message

Dear Group Leader

Thank you for taking on this important role for Fleet and District U3A. We are a totally volunteer-led organisation and, without people like you, we wouldn't be able to function at all. It is a testament to the many people who have volunteered in the past and do so currently that Fleet and District U3A is as busy, vibrant and successful as it is.

I wish you well in your role, especially if you are a new Group Leader, and look forward to seeing you at Group Leader meetings, our 'thank you' lunch for Group Leaders, at our Monthly Meetings and the events that are important to the life of your group, the Open Morning and Enrolment Day. I hope you will be successful in recruiting others to join a 'Leadership Team', so responsibilities can be shared.

Your first port of call, if you have a query about being a Group Leader, should be the Group Leadership Liaison Secretary (GLL), who is also a Group Leader, but feel free to contact me, if you prefer.

The email is - sgrosvenor@yahoo.co.uk

Thank you again.

Useful Contacts

Treasurer	fleetu33@gmail.com
Group Leaders Liaison (incl. this GL Handbook)	alanjonesu3a@gmail.com
Chair Fleet U3A	sgrosvenor@yahoo.co.uk
Secretary	u3aannezsmith@gmail.com
Venue Secretary - booking, amend or cancel a session	fleetu3avenues@gmail.com
To request Beacon GL access to manage your group	alanjonesu3a@gmail.com
To notify or query an individual member status	annemu3a@gmail.com
To send a group advert or article for the Newsletter	redman509@icloud.com
To communicate about upcoming U3A Events	dianebaldock@yahoo.co.uk

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1. PURPOSE

To provide practical advice and support to interest group leaders, 'GL's'. It is not intended as a book to be read once and then filed away but is designed to be an everyday working tool. Your primary source for further information is the Group Leadership Liaison Secretary (GLL), a Committee member tasked with assisting our Group Leadership Teams.

2. SCOPE

Although each U3A is an operationally independent charity, this handbook is based on general U3A practice. It is general practice: -

- To ask all GLs to use 'Beacon', the online membership management system to manage their groups
- To enlist the help of other members to share the workload, thus forming a Leadership Team.

No GL should feel that it is an open-ended commitment. If you enjoy it and want to continue indefinitely, that's fine, but running a group for three or five years is a splendid effort. If you cease to enjoy it, it is time to stop. Please let the GLL know in good time so that we can find a replacement, and please help us do this.

3. INTRODUCTION TO INTEREST GROUPS

Interest groups are the life blood of the U3A, and each group will develop its own structure. Even so, it is important that your group follows the U3A ethos of shared, participative, and self-help learning.

We ask all our Group Leadership Teams to stay as close as they can to the Principles that should govern every activity of every U3A.

4. U3A PRINCIPLES

The U3A ethos is based on three principles: -

1. The Third Age Principle: -

- Membership of a U3A is open to all who are retired or semi-retired.
- Members promote the values of lifelong learning.
- Members do all they can to enable people to join a U3A.

2. The Self-Help Learning principle: -

- Members form interest groups in topics and activities they want to learn.
- Learning is by the members, for the members.
- No qualifications are sought or offered. Learning is for its own sake.
- There's no distinction between learners and teachers, all are U3A members.

3. The Mutual Aid principle: -

- Each U3A is a mutual aid organisation, operationally independent, but affiliated to the Third Age Trust, which requires adherence to the U3A movement.
- No payments are made to members for services to any U3A.
- Each U3A is self-funded with membership subscriptions kept as low as possible.
- Outside financial assistance should only be sought if it does not imperil the integrity of the U3A.

'Tell me and I forget.

Teach me and I remember.

Involve me and I learn.'

Benjamin Franklin

5. FORMING A NEW INTEREST GROUP

The first steps to forming a new group in a **new** subject area.

Work with the GLL: -

- To agree the development of your group and consider the aims of the group – what you hope to learn/achieve/share by offering the group.
- To generate interest by promoting your group using as many different methods as possible, e.g., developing publicity in the form of a flyer, a display poster or announcement at the monthly meeting or coffee mornings, promotion via existing groups, via the newsletter and member's Facebook pages, talking to members in groups that you attend.
- To identify if there is an existing National Subject Adviser who can support with ideas for group development.
- An alternative to Subject Advisers might be to contact neighbouring U3As to see if they have a similar subject group and then talk to the group leader to get some first-hand knowledge.
- To understand how the group will be financed and how this needs to be reported.
- To consider whether there are any risks that might occur because of the group's activities and whether you will need advice on risk assessment procedures.

First steps to forming a new group in an **existing** subject.

The current GL must provide a written request to the GLL (email is sufficient) for approval to form another group, including the following information: -

- Approximate number of members wishing to attend this interest group.
- The frequency of the meetings.
- Length of meetings.
- Who the Group Leader will be.

Next steps in forming the new group.

When there is sufficient interest for a viable group, the GLL will: -

- Take your proposal to the U3A Committee for ratification.
- Ask the Venues Secretary to find a suitable venue at a time and day that is convenient for you / potential group members (best to provide plenty of choice).

Final steps in forming the new group.

You have permission to start your new group, and a venue has been booked. (This will normally be at the start of a new term.) Time to: -

- Consider what you want to achieve from your first meeting.
- Register with the relevant National Subject Adviser as an emergent group and check for available resources.
- If the group is starting mid-year, ensure the local webmaster, the local publicity coordinator and the editor of the newsletter have all the details.
- Prepare a handout for the first meeting in the form of a checklist to provide a focus for the group and encourage shared responsibility.

Recommended steps to take at the first meeting: -

- As members arrive, check membership cards, register each member using Form A, and collect the term's venue fee.
- Introduce yourself and the purpose of the group as you see it.
- Ask group members to introduce themselves, with a brief indication of their expertise in the subject.
- Agree the tasks that need doing to run the group and identify the team.
- Agree content (what the group is going to do), the level at which the group will work (beginners, improvers, advanced), the process (practical or theoretical), and the delivery (discussion, instruction, presentation etc).

6. RUNNING A GROUP

6.1. Venue Matters: -

- All contact with venues concerning bookings in the current or following Fleet U3A year must be made via the Venues Secretary. Email: fleetu3avenues@gmail.com

- If a venue is not available when a session has been booked, you are notified by the venue that a future session in the Programme cannot take place or you need to cancel a future session or a session at short notice for whatever reason, then please notify the Venues Secretary as soon as possible.
- Fleet U3A now have to make firm bookings of venues a year in advance and don't get refunds if GLs have to cancel sessions, therefore group members also don't get refunds for cancellations or non-attendance.
- If the Administrator of your venue provides you with a key, it is essential to follow their instructions regarding the issue and care of the keys and to inform the Venues Secretary if you pass the key permanently to another member.
- The GL is responsible for ensuring the facility is left as found, i.e., windows and doors are secure, lights are turned off and, if relevant, the heating is turned off and alarm turned on. Where applicable, tables cleaned, chairs and tables should be returned to their storage points, and the floor should be left clear of litter.
- The Third Age Trust (TAT) has produced a series of model risk assessment checklists. These are available on the Fleet U3A website in "Group Leader Docs" under the "Documents" menu item. The degree of relevance will depend on the type of group you lead, but it is recommended that activity groups have a checklist that is run through before each activity.

6.2. Equipment Matters: -

- Anyone wishing to use a laptop, data projector or any other Fleet U3A equipment for their group should contact the GLL at alanjonesu3a@gmail.com.
- All equipment should be booked in advance.
- The GL is responsible for storing safely and securely any borrowed equipment. It should be returned as soon as possible after use.
- If the equipment is damaged in any way, the GL must inform the Secretary when it is returned.
- If the group holds any U3A equipment for the specific use of the group, this may be loaned to group members, but without charge.
- If new equipment is required, please refer to Capital Expenditure under Financial Procedures (see below).

6.3. Registers: -

Each group is supplied with an Attendance Register for recording attendance at each meeting. There are two parts to the Attendance Register: -

- Form A is the Attendance and Fee Collection Record for the GL to record the names and membership numbers of the members of the group, guests and visitors and any venue contribution collected and the method by which it has been paid. Enter details of Guests and Visitors on the form (see 6.5). A completed copy of Form A is to be sent to the Treasurer, with Form B, once the fees have been collected. A completed copy of Form A must also to be given to the Treasurer at the end of each term including details of any members who joined during the term and any guests/visitors.

- Form B of the Attendance Register has recently been simplified to send to the Treasurer detail of the numbers attending and the term's venue contribution fees which must be collected termly in advance.
- At the first meeting of the academic year or the first attendance of any member, please check that members have a new and current membership card.
- Members are expected to enrol in their chosen groups on Enrolment Day. Some members request to return to a group in the upcoming year, so the GL may wish to create an enrolment list at the last meeting in the Summer Term but must endeavour to create space for new members. This could be achieved, **as an example**, by deleting those members' names where attendance has been less than 50% across the year.

6.4. Waiting Lists: -

- GLs should keep a waiting list of potential new members, **if your group is full**, to replace anyone who leaves their group. If your group is following a course of study which would make it inappropriate to accept new members mid-term, please keep a note of all expressions of interest.
- GLs will be asked periodically for an update on whether their group is full or recruiting. This information will be used to inform New Members' Meetings and the Enquiries Secretary.
- GLs should keep in touch with people on their waiting list to see if they remain interested. Once you have a list of more than six names of interested/potential new members, contact the GLL who will start to canvass for interest in setting up another group.
- Please avoid stating or implying that your group is 'closed' to new members as group membership is often fluid. Periodically, check with your current membership, encouraging them to be frank about their continued interest in attending. This will keep your group engaged and might free up places for those on your waiting list.

6.5. Guests and Visitors: -

Guests are members of Fleet U3A: -

- who are not members of your group.
- They must obtain prior permission from the GL and pay the appropriate venue contribution fee for the meeting.
- They should not attend more than two meetings per year without joining the group.
- Should be restricted in number by the GL consistent with the normal demands of the group's activities, space restrictions and health & safety considerations.
- If necessary, can be accepted at meetings of groups with paid tutors but in addition to meeting the above conditions, should, if appropriate, pay a proportion of the paid-tutor fee.

Visitors are people who are not members of Fleet U3A.

- Our insurers accept that, if necessary, Visitors may undertake up to two 'Taster' sessions to see whether they wish to join U3A and your particular group.

- They must obtain prior permission from the GL and pay the appropriate venue contribution fee for the meeting.
- Should be restricted in number by the GL consistent with the normal demands of the group's activities, space restrictions and health & safety considerations.
- If necessary, can be accepted at meetings of groups with paid tutors but in addition to meeting the above conditions, should, if appropriate, pay a proportion of the paid-tutor fee and are limited to only one 'Taster' session.

6.6. Carers: -

Carers are welcome to attend group and general meetings free of charge, provided the member requests it and is also present. Under these circumstances, the carers are also covered by TAT liability insurance.

6.7. Emergencies and Accidents: -

- It is good practice to ascertain at the start of each year the location of a venue's First Aid kit and the nearest defibrillator point.
- The provision of ICE (In Case of Emergency) information is at members' discretion. The reverse of the membership card has space for this information. GLs should encourage members to complete this and carry the card with them. ICE details can be entered directly by members and the Membership Secretary into the membership records in Beacon. Any ICE information for group members stored in Beacon can be accessed by the GL if provided by members.
- If a member wishes the GL to hold medical condition data, e.g. a peanut allergy, there is a "Group Leader Medical Data Consent Form" available from the website.
- GLs are required to inform the group of the Fire Evacuation Procedure at the start of every meeting. Please make sure you are aware of this procedure for the venue(s) you use. The GL should have a note of the venue's postcode and/or what3words designation as it may be requested by the Emergency Services. This data could be included in the Venues Section of Form A so its always to hand.
- If an accident occurs during a group meeting, if there is a Venue Administrator on duty, please inform them and ensure **their** accident reporting procedure is followed as well as ours. You should also inform the Secretary (u3aannezsmith@gmail.com) of the incident and send him/her a completed accident report form.

6.8. Data Privacy, Protection and Communications: -

- GLs are responsible for taking precautions so that members' data is kept secure e.g. to keep such data in password encrypted format, if held on computer files.
- Paper copies containing members' personal information are to be kept securely.
- Any historical data should be destroyed at the end of each academic year.

- All emails to group members or other groups of people must be sent as “blind copies” (Bcc) to preserve confidentiality of email addresses. If communications are delegated to sub-groups, they must be made aware of the Bcc requirement.
- Fleet U3A Data Protection / Privacy Policies are available on the Fleet U3A website.

6.9. Beacon Group Management and Communication: -

- Facilities exist within our Beacon Membership Management System to help in administering groups and communication with group members. We highly recommend that Group Leaders use the Beacon system to administer their groups.
- Functions include maintaining your Group Record and a list of Group members, securely and easily emailing your Group Members (in line with GDPR and Bcc requirements), creating one-off and regular Group Meetings on the Calendar and recording your group's income and expenditure. Group members ICE information is also accessible by the GL if provided by members.
- To request a Beacon System User ID and Password and for further details of the Group functions available in Beacon please contact the Beacon Administrator. Email: alanjonesu3a@gmail.com

6.10. Newsletters: -

- The Editor emails a copy of our Newsletter each month, except August and January:
- All GLs are encouraged to contribute from time to time.
- All contributions for the Newsletter must be with the Newsletter Editor by 5.00 pm on the third Friday of the month.
- If any member of your group does not have email, please try to arrange for them to have an e-buddy who will print the newsletter for them and also take a printed copy of your newsletter to your meetings.

6.11. Website: fleet.u3asite.uk

- The Fleet U3A website includes sections for GLs and Groups.
- The menu item Admin has a subsection headed Group Leaders' Documents.
- The section 'Groups' contains a brief description of your group - please ensure it is kept up to date. If you need to change information, please contact the Webmaster.

6.12. Visits: -

6.12.1. Visits open to all members, organised by the Visits Team.

- To ensure that these are recognised as official Fleet U3A visits and covered by TAT insurance, the Visits Team will: -
- Inform Fleet U3A Secretary and Treasurer well before the proposed visit.
- Ensure there are sufficient group members available and willing to pay to cover all costs.

- Ensure all invoices are sent directly by the service provider (e.g., the coach company) to the 'Treasurer, Fleet & District U3A', who will settle the account.
- Ensure that all members' payments reach the Treasurer before payment of the invoice is necessary.
- Ensure a list of emergency contacts for those travelling is given to the Secretary *in advance*, where members are travelling enbloc to a venue (e.g. by coach).
- It is no longer possible to offer empty spaces to friends / families of members, unless they are members of Fleet & District or another U3A.
- Members going on group visits should take out personal travel insurance to cover cancellations. Where Fleet U3A is able to obtain a refund, this will be passed on.
- Payments from members may be by cash or cheques payable to 'Fleet & District U3A' **and the members membership number written on the back of the cheque.**
- Credit Card or Bank Transfer payments for Visits may be offered at the discretion of the visit organiser. Please note that no acknowledgements are given by the Visits Team or the Treasurer for payments made by Credit Card or Bank Transfer.
- No refunds are given in the case of disinclination or inability to travel unless the place can be sold on
- No refunds can be given in the event of cancellation of the visit due to circumstances beyond the control of Fleet U3A unless the monies paid can be recovered from the travel agent/coach company/venue, etc. Unpaid entry tickets to venues will be refunded. Drivers' tips and parking are to be included in the price.

6.13. Visits organised by individual U3A groups (Not the Visits Team itself)

Visits organised by individual U3A groups are not handled in the same way as those by the general Visits Teams.

- The collection of money, cancellations and payment for services such as transport and entrance fees are entirely the responsibility of the group involved. The Treasurer will not be responsible for or involved in handling these visits.
- For U3A insurance cover to apply ensure a list of emergency contacts for those travelling is given to the Secretary *in advance*, where members are travelling enbloc to a venue (e.g. by coach).
- Due to U3A insurance conditions It is no longer possible to offer empty spaces to friends / families of members, unless they are members of Fleet & District or another U3A.

6.14. Problem Solving: -

The static group: -

- There is comfort in routine, but a group that meets at the same time, in the same place and does the same thing may last a long time but eventually becomes stale.

- It is useful to vary the form, the delivery, and how you use the venue.
- If you usually or occasionally have discussions, occasionally invite a speaker. If you are usually tutored, or if you usually sit indoors, plan a trip away.

The failing group: -

- If a group is losing members, the first thing is to find out why. This may be as easy as asking those who have left and also those who remain.
- There may be a specific problem with which the group can deal. If you identify the problem as the unhelpful behaviour of a member of the group, then action must be taken.

Managing Issues: -

- Issues can arise within a group that spoil the enjoyment for everyone.
- Please do not leave a problem too long before trying to resolve it.
- Talk to the GLL if you are unsure how to resolve the problem or just want someone with whom to explore options.

6.15. Handover of Group Leadership: -

- Ensure that this Handbook, group members' personal data and all other unused registers, etc. are handed to the person taking over.
- Delete any group member's personal data kept in your personal computer files.
- Inform the GLL and provide the name, telephone number and email address of the new GL. If you have a key to the venue, please pass your key to the GL and inform the Venues Secretary who will confirm with the Venue Administrator.
- If you manage your group using Beacon, ensure that you 'make leader' the person taking over the group in the list of group members within Beacon. You should also ask the GLL to update the group header information in Beacon with the new name and contact details of the new GL.

6.16. Deceased members: -

- If you are informed that a member of your group has died, please let the Membership Secretary know so that records will be updated. Email: annemu3a@gmail.com
- In certain situations, it may be the group leader who passes away or becomes unavailable. To ensure the relevant records are updated you are advised to appoint someone in your group to report the loss of your leadership so that alternative arrangements can be put in place.

6.17. Shared learning does not mean pooling ignorance: -

- The ethos of U3A is that its members share their knowledge and experience freely, but there may be times when more is needed.
- A one-off visiting paid / unpaid speaker or someone from another U3A.

- A presentation by a member of the group, leading the meeting on a specific topic.
- Research project - each person (or pair) allocated an area of research.
- Liaison with a school, college, library or community group.
- Study days and workshops: Plan one for your own members or as part of a local network. E.g. Family History Day, Language Day, debate, quiz, music.
- Go Online: MOOCS, YouTube '*How To*' videos, Future Learn.

6.18. Professional Tutors: -

- A guiding principle of U3A is the self-help ethos. TAT has recently re-emphasised this principle. In future, tutors will only be sanctioned for groups involving physical exercise, where a suitably qualified volunteer cannot be found.
- Tutors must be able to demonstrate that they have appropriate insurance cover, have received the recognised training and/or have relevant experience for the group.
- Appropriate first-aid training is desirable.
- The tutor must have a current Public Liability Policy of at least £2 million. The GL should obtain a copy of the tutor's current Certificate of Insurance and pass it to the Secretary. The Secretary will keep a note of insurance renewal dates as well as the copy cover notes. The Secretary will write to the relevant tutor requesting an up-to-date cover-note at renewal time.
- In addition, the Secretary will check each year that the tutor is self-employed and thus paying income tax. If this is not the case, we cannot use the tutor/instructor.
- A formal contract will be put in place by the Secretary between the tutor and Fleet U3A. The Secretary will be the originator and custodian of these contracts. The Secretary will ensure that the relevant GL is aware of the tutor fee at the start of each term.
- Finally, for the avoidance of doubt, if a group uses a tutor who is a member of any U3A, that tutor cannot receive payment.
- If a paid tutor gives notice to stop tutoring a group, the GL must seek the Group Leader Liaison Secretary's approval before entering into any discussions with a potential replacement paid tutor.
- Towards the end of the summer term 'taster' sessions should be made available for new members considering joining in the following September a paid tutor group or any group which uses a commercial venue that has to be contracted in advance.
- Members intending to join, for the first time, a Paid Tutor group or any group that uses a commercial venue that has to be contracted in advance, will be asked for a non-refundable £10 deposit on Enrolment Day, unless they attended a 'taster'.
- Tutors who attend only once to demonstrate an activity must have the minimum Public Liability Insurance noted above and show this to the GL.



7. FINANCIAL PROCEDURES

- The funding for Fleet U3A comes mainly through the annual membership fee, venue charges for hired venues collected by Group Leaders and voluntary donations received from members and non-members. These three main funding streams contribute to our central fund.

7.1 Charges for standard venue hires: -

- GLs are requested to collect the venue contribution fees for the whole term at the beginning of each term, ideally by the second meeting. No refunds are made to those unable to attend [any](#) session in that term.
- Venue Contribution fees differ according to the length of sessions as shown in the Programme. Any setup or takedown time booked and paid for by our U3A is currently not to be included in the Venue Contribution fee. However, to minimise costs to Fleet U3A such additional time not covered by members Venue Contributions should be kept to an absolute minimum when completing the GL form for the next Programme. **From 1st September 2026 Venue charges will be - up to 1 Hour - £1, 1.5 Hours - £1.50, 2 Hours - £2, 2.5 Hours - £2.50, 3 Hours - £3.**
- The custom and practice in Fleet U3A regarding payment of the Venue Contribution fee by the actual GL of a group is that such payments are at the individual GL's discretion. Historically in some groups the GL pays the relevant Venue Contribution fee applicable to their group and in other groups the GL does not pay. The Committee has decided to continue with the current situation, and such payments are at the individual GL's discretion.
- . When meetings take place which combine people attending a venue in person, all attendees must pay the venue contribution fee to help cover the cost of the venue. But note the above.
- Members joining a group for the first time mid-term pay only the venue charge for that session and the remaining sessions in that term.
- All venue hire costs are paid by the treasurer from our central fund. Larger, well-attended groups pay more than the cost of their venue hire, thus subsidising smaller groups' venue costs.
- Members can join as many groups as they can fit into their diaries, paying the venue charge for each, knowing that any small group they attend is supported by their venue charges paid at the larger groups.

7.2. Charges for non-standard venue hires: -

Some groups incur higher fixed costs to be covered by group members. Where the venue charge is not fixed by the venue: -

- The fee should be based on the number of attendees at the first session together with other enrolled members who confirm by email their intention to attend.
- There would be no refunds for non-attendance.
- In the unlikely event of a shortfall in the charge collected, this should be divided between and collected from members.

7.3. Charges for private and free Venues: -

No venue charge has to be raised from members, although the Committee recommends that a fee should be paid by the members directly to the person providing their own home as a venue to cover refreshments and any other costs.

7.4. Professional Tutor Fees - the Preferred System: -

- The GL must ensure that all those that signed up for the sessions are charged the appropriate fee. This will be the tutor fee divided by the number of attendees in week one together with other enrolled members who confirm by email their intention to attend.
- If members join the class after week one, then they should pay the same weekly rates as the other group members for the remaining weeks of the term.
- The GL should collect the whole tutor fees at the start of each term from each member and these are normally non-refundable. The GL may approve a refund to an existing member who leaves the group, but only if a new member from the waiting list will be paying the remaining tutor fees for that term.
- In the unlikely event of a shortfall in the charges collected, this should be divided between and collected from members.
- Thus, the GL will collect two payments from all members of paid tutor groups at the start of each term.
 - The amount for the term's 'Venue Contribution', Cash is the preferred payment method. BACS (Bank Transfer) to our U3A can be accepted **with the reference as the group code from the Programme and the members name, e.g. ART20-FredBloggs**. If necessary, any cheques are to be made out to Fleet & District U3A and the members Membership Number and Group Identifier written on the back of the cheque. Cheques and cash are to be paid to the Treasurer. See section 7.7 below for further details on payments.
 - A cash/cheque amount for the term's Paid-Tutor Fee. Cheques to be **made out to the tutor's name, either personal or business name as agreed with the GL, not made out to Fleet & District U3A**. If Group members wish, then BACS (Bank) Transfers may be made if this method of payment is agreed with the GL and Tutor concerned.
- On receipt of the paid tutor invoice or when agreed payment is due the GL will check that the amount is valid and pass any paid-tutor cheques and cash direct to the paid-tutor. BACS (Bank) Transfers may be made if this method of payment is agreed with the GL and Tutor concerned.

7.5. Professional Tutor Fees - the Exceptions: -

A few paid-tutor Groups have not switched to the preferred system because the paid-tutor is unwilling to accept several separate payments. The Committee has accepted that these groups continue as before, but only as long as the existing paid tutor is in place. In these exception cases:

- any cheques or cash for the paid-tutor fees will be made out to Fleet & District U3A and the members Membership Number and Group Identifier written on the back of the cheque, and passed to the Treasurer.
- To minimise bank charges BACS (Bank Transfer) is the preferred payment method for paid-tutor fees, **with the reference as the group code from the Programme and the members name, e.g. ART20-Fred Bloggs**.
- On receipt of the paid tutor invoice the GL will check that the invoice is valid and pass it to the Treasurer who will pay the invoice in one amount.

7.6. There are three categories of refundable expenditure: -

- Items that may be deducted from Attendance Fees on Part B of the Attendance Register. For example, occasional photo-copying costs (the cost of regular photocopying to facilitate group activities should be covered by the group). Details and relevant receipts must be provided.
- Consumable items, other than the ones above, which would typically be consumed over the course of the year. Approval must be obtained from the Treasurer before expenditure is committed. The GL may reclaim agreed expenditure direct from the Treasurer using the official expense claims form (Revised November 2018) attaching relevant receipts.
- The purchase of equipment or high-cost items - must be approved by the Committee before an order is placed. Once approval has been given, the Group Leader may place the order and request that the invoice be sent to the Treasurer for payment.

Capital Expenditure is characterised as: -

- Items cannot be consumable.
- Items would have a lasting quality.
- Items would be owned by Fleet U3A – not an individual or group.
- Any other group-specific expenditure must be agreed and paid for by group members, e.g. groups wishing to engage the services of a speaker must fund the cost involved by levying charges on attendees. Those attending also need to pay the appropriate venue fee. The Speaker Fee Acknowledgement form (Revised April 2018) should be completed by the Speaker and GL and retained by the GL.
- All claim forms can be found on the Fleet U3A website in the Group Leaders section.

NB: On the advice of TAT, very small expenditures (i.e., occasional items at group level and funded solely by group members) are deemed “not material” as an overall cost compared with Fleet U3A’s overall budget, so are not included in the accounts. For the sake of prudence, GLs are advised to keep their own records, as it represents expenditure of their members’ money. In the event of a group ceasing to exist, such funds are to be donated to Fleet U3A.

7.7. Banking and Accounting: -

All payment methods and any mix thereof continue to be accepted to suit the circumstances or preferences of the Group Leader and/or individual Group Members. However, if all options are equally convenient to Individuals or Group Leaders then the Treasurers preference list is as shown below.

- Cheques should continue to be made out to payee **Fleet & District U3A** with the Group Identifier and the members Membership number written on the back of the cheque.
- Form A is updated to have a CAF account name of **Fleet & District U3A**. If your own bank doesn't accept the Ampersand (&) try and instead, or try just Fleet U3A

Preference List (but all methods and mix accepted to suit circumstance and member/GL preference)

1. Cash
2. Bank Transfer with reference **Group Code-member name** (e.g. ART20-FredBloggs)
3. Cheques made out to the payee **Fleet & District U3A** with the Group Code and the members Membership number written on the back of the cheque.

Bank Transfers & Cheques

From 1st January 2025 only the CAF Bank will be used for Bank Transfers, use of HSBC is discontinued. Please note that CAF Bank do not have the Confirmation of Payee (CoP) name checking service that checks the name of the account holder you intend to pay and their account details. If you or any of your members are not happy with this, then we advise use of Cash or Cheque.

The format of the Payer reference on Bank Transfers must be as below for the Treasurer to find the transaction in the bank statements and credit the individual member or any GL bulk payments. Please inform all your members of the required format shown below:

Group Reference-Member name e.g. ART20-FredBloggs

(The Group Reference is in brackets alongside each Group Name in the Programme e.g. ART20, Member Name should be as full as your own bank reference character limit allows)

CAF Bank Details Name - Fleet & District U3A Sort Code - 40-52-40 Account No - 00006405

If your own bank doesn't accept the Ampersand (&) try and instead, or try just Fleet U3A

Cheques must be made out to payee - Fleet & District U3A - our formal Charity name as registered with the Charity Commission. The Group Identifier and the members Membership number must be written on the back of the cheque.

Please note that no acknowledgements are given by the Treasurer for payments made by Bank Transfer.

Finance Process for Groups

1. **Form B** must be completed and sent to the Treasurer when you believe all your group members have paid by Cash, Bank Transfer or Cheque.
2. **Form A** must be completed and sent to the Treasurer near the start of each term, when you believe all your group members have paid by Cash, Bank Transfer or Cheque and the payment method for each member noted in the last column on the form.
3. At the end of each term **Form A** must be updated as necessary and sent to the Treasurer again as a record of member attendance and include any member additions and guests/visitors during the term.

Even if your group does not use a paid venue it is recommended from a U3A Insurance standpoint to keep a register of attendees at each meeting, Form A can be used for this purpose. The larger groups might decide to use a different method of recording attendance as necessary.

Paid Tutor Fees

The Preferred system

- Those GLs who collect fees to cover the cost of a professional tutor and pay their tutor direct must receive, check and approve the tutor invoices and get the invoice signed by the tutor as paid when payment made.
- Complete the Tutor Finance Form and return it to the Treasurer at the end of term annotated and signed and dated by both the professional-tutor and GL to state and demonstrate that the full fees have been paid.

The Exception system

- Those GLs who collect fees to cover the cost of a professional tutor who will not accept being paid direct should complete the Tutor Finance Form and return it to the Treasurer, with the tutor fees, within a month of the beginning of term.
- The GL must also receive, check and approve the tutor invoices and then submit them to the Treasurer. The tutor will not be paid until the fees due have been received.
- The Treasurer is responsible for the payment of invoices for these exception Professional Tutors.

8. INSURANCE

- We are covered by the Third Age Trust Liability Insurance which includes Public Liability and Member to Member Insurance Cover. Please contact the Secretary if a copy is required.
- The GLL can also advise you on policies and procedures of which you need to be aware. These will include matters concerning: Safeguarding, Accessibility, Equality, Diversity and Inclusion. The relevant policies can be found on the fleet.u3asite.uk under Admin/Governance and GL documents under Admin/Group Leader Docs.

9. HOLIDAY PERIODS

- Summer (July and August) Those Groups which use a venue hired by Fleet U3A stop at the 'end of June'. The end of June for this purpose is defined as 30 June where this falls on a Saturday or Sunday or otherwise the following Saturday.
- Those Groups which do not use a venue hired by Fleet U3A may continue through this period and include the meeting dates in the published programme.
- Christmas, Easter and school half terms
Groups are encouraged to avoid having meetings at these times. Any decision to hold such meetings rests with the GL. Such decisions should be confirmed on the form that is provided during the annual programme development process that takes place in the January - March period.

10. HELP AND SUPPORT

Always call on the Group Leadership Liaison, GLL, first. email: alanjonesu3a@gmail.com

If the GLL is unable to give specific help, they can point you to other resources including.

- Subject Advisers: Trust volunteers with specialist knowledge in a wide range of topics. Contact details on the National Website and in Third Age Matters.
- U3A publications: the latest publications are listed on the national website.
- Networks, regions, neighbouring U3As allow you to draw on experience from within the movement.
- The Trust holds a licence to copy some materials for educational use within groups. If you are going to be using copyright material in any form, for example, printed, audio or pictures, please check with the advice section of the Third Age Trust national website for further details on copyright (search U3A-KMS-DOC-009).

11. FORMS A and B

Please note that the version of Forms A & B current at the time are distributed with this Handbook. Any updates to these Forms A&B will be emailed to all GLs and the latest versions also distributed with the next revision of this Handbook.