

Who'd Want to be a Treasurer

Derek Harwood, National Treasurer

Rev 02 February 2024

Agenda: 10.40 to 11.35 (55 mins)

1. What does the national Treasurer do? 10mins
2. What support is available for you? 10mins
3. Where does our Subscription money go? 15mins
4. Changes on Grants 10mins

Questions as we go

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1. What does the national Treasurer do?

10.40

Or what does Derek Harwood do?

1. Trust Treasurer (10%)
2. TATTL Treasurer (10%)
3. Trustee of both (~80%)

Do you want to Volunteer?

What does the national Treasurer do? This is the official role description:

- Ensuring the Board is kept fully informed about its financial duties and responsibilities.
- Presenting the Board with budgets, accounts and financial statements as required.
- Ensuring the financial resources of the charity meet its present and future needs.
- Ensuring the charity has appropriate reserves and investment policies.
- Overseeing that there are appropriate accounting procedures and controls in place.
- With the CEO liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Monitoring the organisation's investment activity and ensuring it is consistent with the organisation's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission and the Registrar of Companies.
- Ensuring that the accounts are audited in the manner required and any recommendations are implemented.
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way.
- Sitting on appraisal, recruitment and disciplinary panels as required.

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In summary:

- Ensuring the Board is kept fully informed about its financial duties (inc presenting the Board with budgets & regular accounts).
- Ensuring the financial resources of the charity meet its present and future needs (inc reserves & future plans)
- Overseeing that there are appropriate accounting procedures and controls are in place.
- Ensuring that the accounts are prepared in the form required for statutory submissions.
- Ensuring that the accounts are audited.
- Present the accounts at the AGM.

&

Provide advice to the u3as (by various means): next section

New and extra:

- Assist with supply of financial communications
- This has included: provision of quarterly 'Finance News Extra'
- Provision of a Half Year report and an End of Year report

Has it worked? Do you feel adequately informed?

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2. What support is available for you?

10.50

Current Advice Methods:

1. By the national Website (documents)
2. By the u3a Office help line (email or phone)
3. By email direct to me (treasurer@u3a.org.uk)
4. By national workshops



Advice:

- Through the website:



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u3a – Support for u3as

We want to make sure you have access to the best support, guidance and advice to help you run your u3a, lead your interest groups and connect with each other.

Below is a list of all of the documents, forms and policies that you will need to run your u3a. You can browse through the list, skip to specific categories using the Document Categories menu, or use the search box below to find a document you are looking for.

All the documents on this page will download to your device – please check your downloads folder on your device once you have clicked on 'Download File' to find the document.

We would love to hear your feedback on our new-look support for u3as section. Please use our [feedback form](#) to let us know what you think.

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[Information on Grants available to u3as](#)

Six key 'Finance' documents available
(Banking is a new one):

	Banking Guidance	 227 Downloads	Download or View File	 Updated 15/09/2023
	Finance FAQs	 2249 Downloads	Download or View File	 Updated 28/07/2022
	Finance Matters – Guidance	 3217 Downloads	Download or View File	 Updated 28/04/2022
	Financial Policy Template	 2284 Downloads	Download or View File	 Updated 23/03/2022
	Gift Aid Guidance – Oct 2021	 1555 Downloads	Download or View File	 Updated 12/04/2022

Anything else required?

2. By the help line, per month, total requests for support are:

- +1,000 telephone queries
- +850 email enquires

Not just finance, split not known

3. By national workshops:

Generally held 3 times a year

Is that enough?

What else would you like?

For example:

More guidance documents?

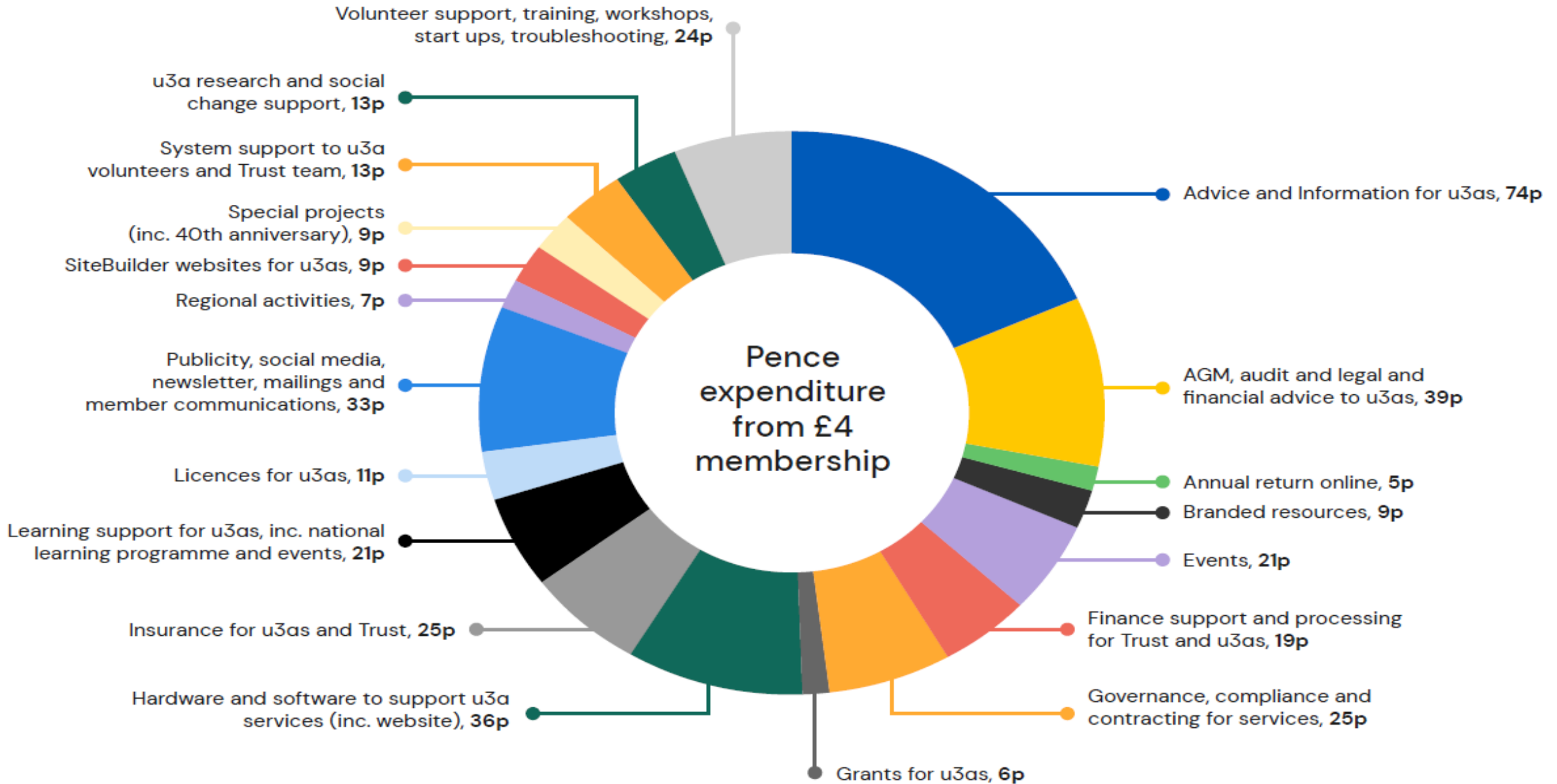
A national or regional 'Peer Support Group'?

Others?

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4. Where does my Subscription money go?

11.00





Breakdown as %age:

SERVICE TYPE	
Advice and Information for u3as,	18.5%
AGM, audit and legal and financial advice,	9.8%
Hardware and software to support u3a services (inc. website),	9.0%
Publicity, social media, newsletter, mailings and member communications,	8.3%
Insurance for u3as and Trust,	6.3%
Governance, compliance and contracting for services,	6.3%
Volunteer support, training, workshops, start ups, troubleshooting,	6.0%
Learning support for u3as, inc. national learning programme,	5.3%
Events,	5.3%
Finance support and processing for Trust and u3as,	4.8%
u3a research and social change support,	3.3%
System support to u3a volunteers and Trust team,	3.3%
Licences for u3as,	2.8%
Grants for u3as,	1.5%
SiteBuilder websites for u3as, (support to TATTL)	2.3%
Regional activities,	1.8%
Annual return online,	1.3%
Others	4.8%
	100.0%

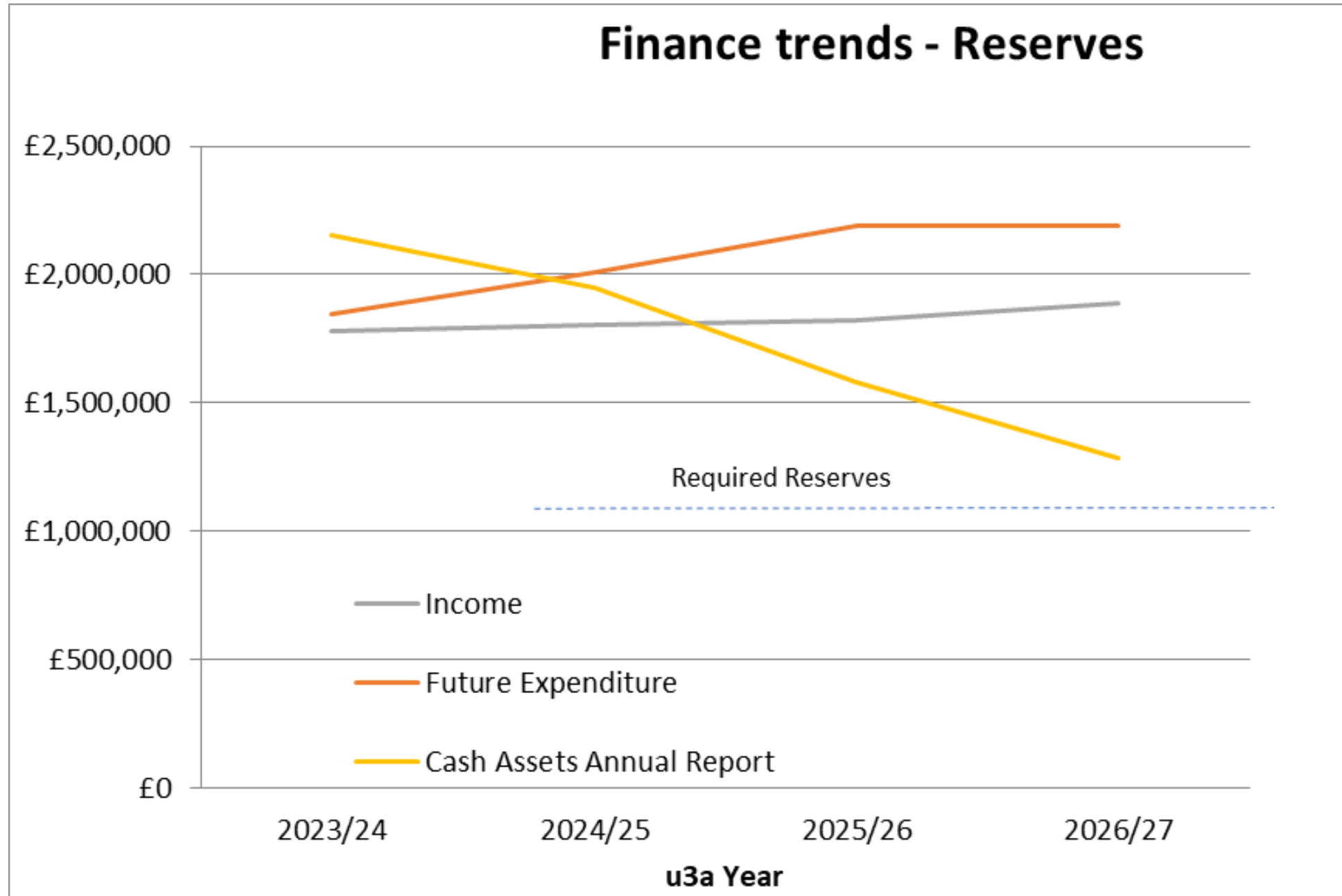
* Above includes support to TATTL Services.

What's not included:

Development Projects.

These are currently funded by drawdown on our reserves.

Reserves
drawdown:



Future possibilities:

1. Less expenditure (on eg Development)
2. More forms of income (Grants, Donations, Legacies)
3. Other forms of charging
4. Membership subscription increase

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5. Changes to Grants

11.15

Why Change?

- **We've been underspending on the Grants budget, not enough take up.**

Grant types available for 2024/25:

Start Up grants	£300	direct
Start Up grants publicity packs	£200	direct
Update Publicity	£100	via RT
Interest Events Grant	£500	via RT
Large National	£5,000	via Office
Large National	£2,500	via Office
Large National	£1,000	via Office



Any other questions?

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