

Guidance on Raising Funds for Other Charities

- The U3A is a charity and any fees (*see below) paid directly to a U3A group must be included as U3A income. Therefore, it should be banked into the U3A and accounted as such by the treasurer.
- However, if a group agree that the fees should be transferred to another charitable organisation and, providing that organisation has similar aims, (see below**) the leader of the group should request the treasurer to transfer those funds as 'a Gift' to that organisation.
- The group leader should be prepared to provide evidence that the membership of that group has been consulted and agree that funds are transferred.
- When collecting funds at an event (see below***) and representing the U3A, the group may not collect funds directly on behalf of any other group or organisation.

EXAMPLES

* If a U3A group play/performance and receive payment/donation for that performance, those fees are U3A income and paid into a U3A bank account e.g. playing/performing at an event and the organiser agrees to pay for that performance. This applies to any benefit provided by the U3A and fees received for that benefit.

**For example, if it is a charity supporting the elderly but not if it is a children's charity.
If the charity is for cancer relief or collection for food banks that would be applicable as it includes senior citizens.

*** When attending as a U3A group e.g. ukulele group/Drama group/Choir all payments for performance should be paid into the U3A bank account. However, if the U3A group performs and donations are collected by a representative of another charity, the funds do not have to be deposited in the U3A bank account as they are not directly paid to the U3A group e.g. If the Drama/Choir /Ukulele group etc. perform at a venue (e.g. Tesco) representatives of another charity could have collection boxes at the event.