

Notes of meeting 07/09/22 11.15am. Chris Dalziel, Treasurer and Group Leaders.

1. CD explained that there were continuing problems with getting personnel changes made at TSB so the new Committee are not yet signatories and CD is not recognised as the new treasurer. Consequently, any requests for statements etc have to go through Frank Mercer which is far from ideal.
2. Once TSB have sorted this out then enquiries will be made into paying some transactions by bank transfer from the U3A account to, for example, theatres and other venues. This is causing problems for groups and some leaders have paid for trips from their own accounts and then claimed a cheque from U3A. Not an ideal situation for anyone but some venues will not accept cheques.
3. Closed Groups. CD will send a standard letter to the Leader of any group that appears to be no longer active and funds from such groups will be transferred to a Group Cessation column on the spreadsheet.
4. Management of group balances. Leaders are encouraged to reduce weekly or monthly fees for their members if balances build up, taking into account of course any venue fees that are paid on a regular basis. CD will continue to send out a monthly statement for groups who pay charges for venues.
5. CD asked leaders to use the Treasury Team booking system if they intend to pay in money or request a cheque on Tuesday mornings. This is a relatively simple system to use, and CD provided notes on how to use the system. Details below.

Click on the **Finance and Booking** link in the black band underneath the picture on the homepage. Then under '**Service**' select **Finance – time slot** and under '**Employee**' select Rita (to request a cheque) or Any (to pay in cash or cheques)

On the next page click on **time slot required** and then on the next page add your details so that the Treasury Team know who to expect!

This really does help the Treasury Team and if anyone needs help with this then please just ask!

6. Blank cheques – may be needed for coach, visits etc. You **MUST** provide a photocopy of the cheque once it has been completed, or photo sent by email to either me or Rita. Also need invoices. Please check all cheques! Date, who made out to, signature and group on reverse. Helpful to list the cheques on the paying in slip. There was a recent case of TSB mislaying a cheque!! Frank sends weekly statements but no longer has access to the Social account and TSB refuse to let me have a statement so there may be queries re cheques that I haven't discovered yet.
7. Any queries, please contact me on

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