

Garforth, Kippax and District U3A

Proforma Invoice Instructions for U3A Claims

Policy statement

We are introducing these instructions to explain the reasons for and to assist in completion of the invoice as requested by our current Financial Team.

In the past we have accepted simple requests with receipts or even just receipts for payment, however this has led to occasional misunderstandings during examination of our year end accounts. For clarity moving forwards our examiner has advised us to move to an invoiced method.

This will apply to all GK&D Members.

Speakers' fees will require a Speaker Receipt Form to be completed for payment each time they visit.

Procedure

We would appreciate your co-operation in our preferred invoice numbering system, and if you require to claim again, we would like you to use sequential numbering, so our advice is to keep a note of this for your own records.

Please complete the invoice as fully as possible, copy and attach the corresponding receipts and either email to the treasurer generic email address, see below, or hand in at the monthly meetings via the membership desk.

Looking at the invoice detailed below you will see indications, marked by xx or instructions, to aid you in completing the relevant details required, however this is also detailed here:

1. Red Boxes on the form are for the Financial Team use only– please leave these blank
2. Give a reason for invoice being raised - this is in bold print
3. Fill in the date and your name
4. Add your invoice number as: your initials/no of inv: eg 001, then sequential
5. Fill in details of purchase (1 item per line) including reason/group required for, if applicable and cost
6. Give details of receipts in next set of boxes. **NOTE:** If possible, it is **preferred not to have** your goods purchased for U3A to be on a personal receipt for goods purchased at the same time.
7. Fill in your banking details: this is so we can pay you direct into your bank account, as we do not have cheque or cash withdrawal facilities on our account.
8. There is no need for a signature

Email for Financial Team is: treasurer@garforthkippaxu3a.org.uk

COPY FOR REFERENCE ONLY

Treasurer Ref for Account:	
-------------------------------	--

Invoice for xxx xxxx

To: Garforth, Kippax & District U3A
Date of Invoice: 01/12/2025
From: Fred Jones
Invoice no: FJ/001

Item 1 details	£
Item 2 details	£

Receipts attached: please list below

Receipt 1
Receipt 2

Total Costs incurred: £ xx.xx

Please pay to:

Bank Details for Internet payment:

Account Name:	Add your acct name here
Account no:	Add your account number here
Sort Code:	Add your bank sort code as xx-xx-xx here

Please include in your reference: U3A/my invoice no., thank you

Many thanks.

FINANCIAL TEAM USE ONLY	
Received:	
Passed for authorisation:	
Authorised and paid:	

Related Documents:

GKD U3A Financial Controls-5-April 2026

GKD U3A Groups Payment to U3A account-3-September 2025

GKD U3A Invoice-2-April 2026

GKD U3A Speaker Receipt Form-5-April 2026

Policy adopted: September 2025

Policy reviewed & re-issued: April 2026

Policy review date: On appointment of new Treasurer/
Changes as decided by Financial team