



Group Treasurers Beacon User Guide

This guide is for the use of Bourne u3a Group Treasurers who are new to the Beacon database system.

Every screenshot is shown as you will see it when you log into Beacon, using the Username and Password sent to you by the Bourne u3a Beacon System Administrator.

The Groups Coordinator will discuss this with you, and arrange for access to Bourne U3A Beacon system

To go to the Beacon logon screen, enter the Beacon Web address
<https://u3abeacon.org.uk/> into your Browser

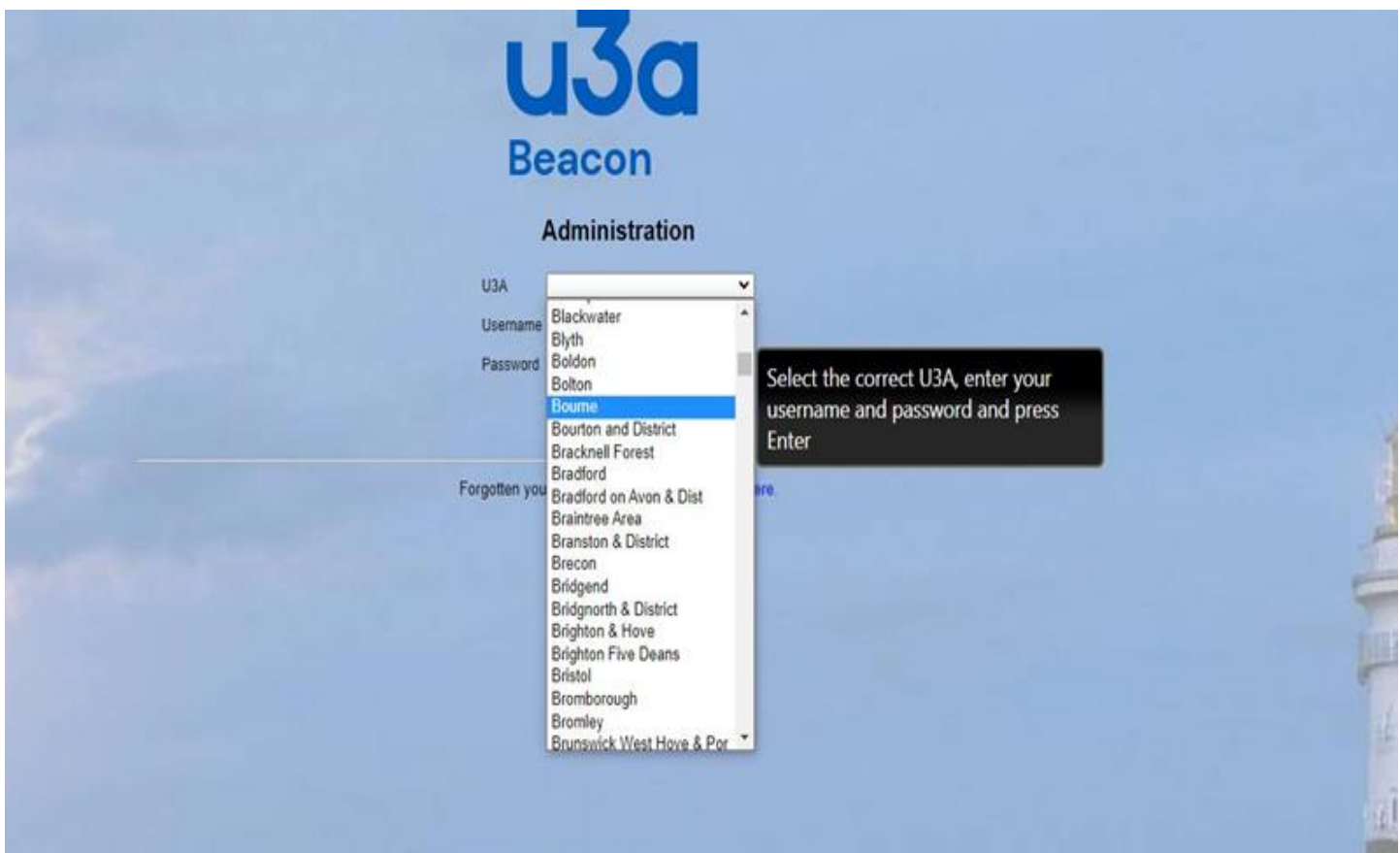
Do not share members information with other group members without permission from the member.

Please note: Members' personal details have been blanked out in this booklet to comply with Data Protection Regulations.

If you have any queries, please contact the Groups Coordinator by email to groups@bourneu3a.org.uk

At the end of each financial year (31st March) the Bourne u3a Treasurer will send you an email, asking for the balance of your account. This figure along with all other groups balance is needed by U3A head office. You must reply to this email, even if you have a **NIL** balance.

LOG IN SCREEN



u3a Beacon

Administration

USA: **Boume** ▼

Username:

Password:

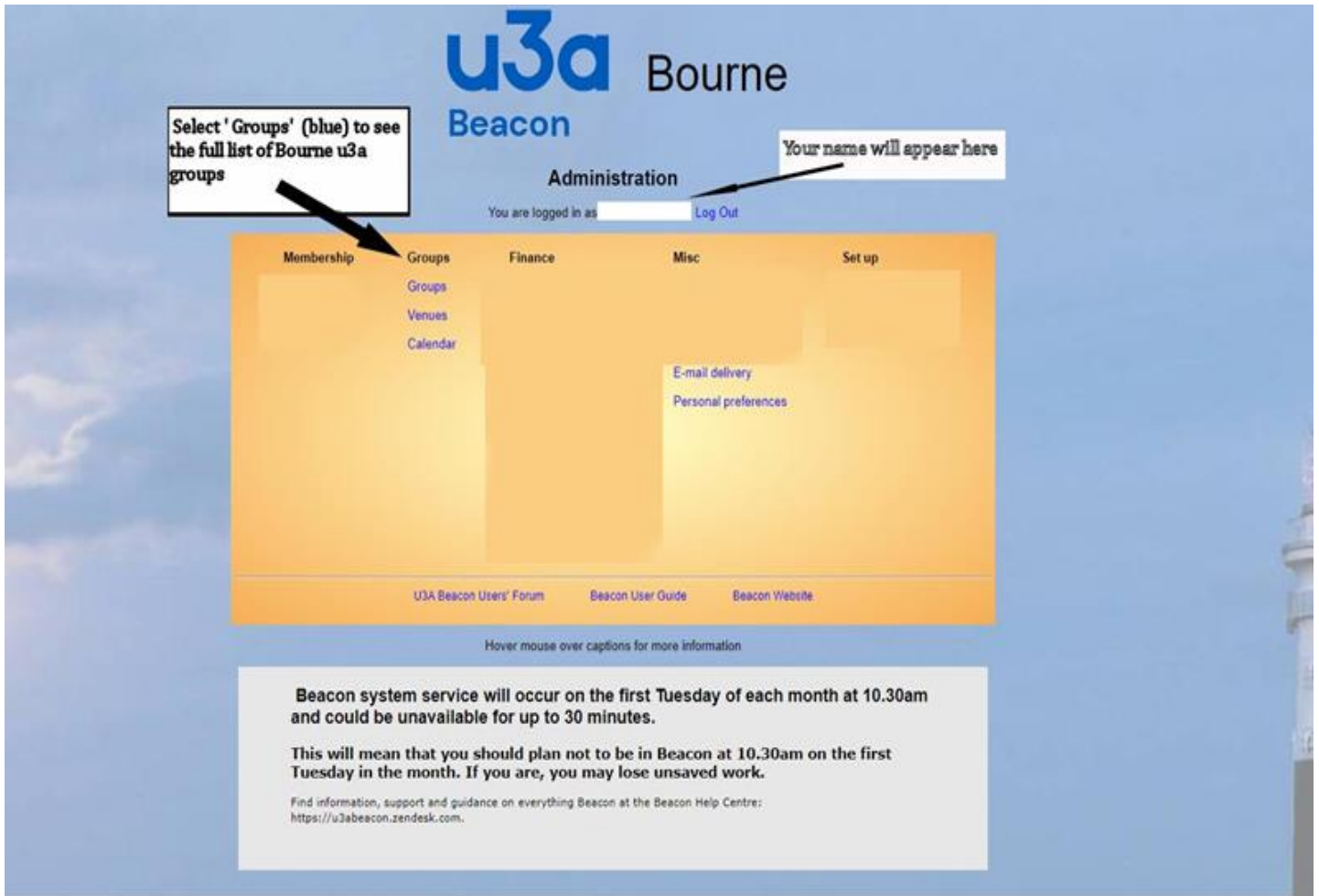
Passwords are case sensitive

Enter your
Username and
Password and
click 'Enter'

This is a private computer - tick to store local settings

If this is a public or shared computer, do NOT tick the checkbox and ensure that you log out when finished

Forgotten your username or password? [Click here.](#)



You will now see the list of Groups run by Bourne u3a, but you need to scroll down to see them all

u3a Bourne Beacon

Home

Groups

Faculty: any or none Show active only

Operations at bottom of page

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Select | Group | Active | When | Where | Leaders | Members | Max | Waiting |
|--------------------------|-------------------|--------|----------------------------|------------------------------|---------|---------|-----|---------|
| <input type="checkbox"/> | A Good | Y | | Methodist Hall Meeting Rooms | M | 11 | | |
| <input type="checkbox"/> | Art & Mixed Media | Y | 1st Tues am | Ante-Room | E | 4 | | |
| <input type="checkbox"/> | Bird Watching | Y | 1st Wed am | | | 24 | 26 | |
| <input type="checkbox"/> | Book | Y | 1st Wed pm | | C | 5 | | |
| <input type="checkbox"/> | Books | Y | 1st Mon pm | | M | 10 | 12 | |
| <input type="checkbox"/> | Bridge | Y | Mon 10am-1pm | | S | 11 | | |
| <input type="checkbox"/> | Casual Striders | Y | Fridays | | M | 45 | 40 | |
| <input type="checkbox"/> | Come | Y | 2nd Wednesday of the month | | J | 22 | | |
| <input type="checkbox"/> | Craft | Y | 2nd Wed am | | F | 12 | 14 | |
| <input type="checkbox"/> | | | | | B | | | |
| <input type="checkbox"/> | | Y | 1st Tuesday pm | | J | 11 | | |
| <input type="checkbox"/> | | Y | 1st Wednesday of the month | | S | 21 | 16 | 3 |

A list of Group Leader names is shown in this column

You will only be able to access the Group(s) you are treasurer of. The rest will be greyed out.

- Click on your Group name (in blue) This takes you to the first screen for your Group

u3a Bourne Beacon

Home - Groups List - Venues

Group Record for SKY-DIVING

Details Schedule Members Ledger

Group Details

Group: Sky-diving

Faculty: Status: Active Max members:

Allow members to join on-line Enable waiting list Notify leader of changes

When: As required

Normal start time: End time: Contact: 01778 HELP

Venue:

Information:

Notes: Beacon Buddy Him Upstairs

Group record created 4 Aug 2016 10:30; last changed 7 Jul 2017 14:20

Save Record

Click on Ledger;

If starting a new group or ledger, there will be no funds shown.

Group Record for Sky-Diving Group

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

| Group Ledger | | | | | | |
|---|----------------------|----------------------|---------------------------------------|----------------------|--|--|
| | | From | <input type="text" value="1/4/2022"/> | to | <input type="text" value="31/3/2023"/> | |
| Date | Payee | Detail | In | Out | Balance | |
| Brought forward | | | | | £0.00 | |
| Date | Payee | Detail | In | Out | Balance | |
| Download Excel | | | | | | |
| Add transaction | | | | | | |
| Date | Payee | Detail | In | Out | | |
| <input type="text" value="05/09/2022"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Save | | | | | | |

To add funds to account, click on **'Add Transaction'** and fill in as much detail as possible. This is to enable future group treasurers to understand what you entered money in or out for.

Remember to click on **'Save'** after details entered.

After a while, your ledger may look something like this;

u3a Bourne Beacon

[Home](#) - [Groups List](#)

Group Record for Sky-Diving Group

[Details](#) [Schedule](#) [Members](#) [Ledger](#)

| Group Ledger | | | | | | |
|-----------------------------|---------------|-----------------------------|--------|--------|---------|---|
| From: 1/4/2022 to 31/3/2023 | | | | | | |
| Date | Payee | Detail | In | Out | Balance | |
| | | Brought forward | | | £90.50 | |
| 13 Jun 2022 | Members | Door receipts | £12.00 | | £102.50 | edit - delete |
| 13 Jun 2022 | House | Wake Speaker, room hire | | £31.00 | £71.50 | edit - delete |
| 11 Jul 2022 | Door receipts | | £10.00 | | £81.50 | edit - delete |
| 11 Jul 2022 | House | Wake Speaker & room hire | | £25.00 | £56.50 | edit - delete |
| 8 Aug 2022 | Members | Door receipts/Raffle | £16.00 | | £72.50 | edit - delete |
| 8 Aug 2022 | House | / Wake Door receipts/Raffle | £41.00 | | £113.50 | edit - delete |
| Date | Payee | Detail | In | Out | Balance | |

[Download Excel](#)

| Add transaction | | | | | |
|-----------------|-------|--------|----|-----|--|
| Date | Payee | Detail | In | Out | |
| 05/09/2022 | | | | | |

[Save](#)

[Home](#) - [Groups List](#)

[Help](#)

Unless needed in the immediate future, if you are holding over £100, reduce this to under £100, by handing the excess to the Bourne u3a Treasurer, who will put it in the u3a bank for your group. This is to protect you and the group members from loss of group funds.

The Treasurer will supply a receipt, and return the money to the group if and when requested to do so.

Groups **MUST NOT** use their own bank accounts. If you need to pay an invoice or deposit by cheque or bank transfer, contact the Bourne u3a Treasurer.

To pay money into Bourne u3a Bank account.

Please read the following instructions;

You may pay cash or cheques into our bank account at any Post Office.

Ask the Treasurer for a paying in envelope and paying-in slips.

For cheques, you will need to fill in a pre-printed paying in slip and a Virgin Money envelope.

The paying in slips must be obtained from the Treasurer, do not photocopy these as they are numbered.

Replacement envelopes can be obtained at a Post Office counter.

Please fill in the paying-in slip, with cheque details (name and amount) on reverse.

Enter your name and a reference in 'Paid in by' box on front, plus amount and date.

Place cheques and paying in slip into envelope, tick paying in slip enclosed box.

Hand to Post Office, who will give you a receipt for the envelope (not the amount paid in).

Write the details of amount, number of cheques and reference on the receipt.

Keep the receipt for your records.

For cash, you will need to fill in a pre-printed paying in slip.

The paying in slips must be obtained from the Treasurer do not photocopy as they are numbered.

Fill in the paying in slip with type and amount of cash.

Enter your name and a reference in 'Paid in by' box.

Hand to Post Office, who will stamp and return paying in slip and a printed receipt.

Keep these for your records.

The Post Office normally refuse odd amounts of coins. Please use cash bags (free from Post office), and fill with coins as listed on the bag for weighing.

Let the Treasurer know, how much you have paid in, the reference you gave the deposit and the approximate date the money needs to be paid. The Treasurer will check the bank statement to verify deposit and pay the money via a cheque or BACS on production of a company invoice for the groups activity.