

## **DEREHAM U3A EXPENSES POLICY MAY 2013**

**The trustees are responsible for the proper handling of all its funds, including any monies paid at group meetings and social events.**

**This expenses policy covers all the activities of the U3A.**

### **INTEREST GROUPS**

**These groups should be self-supporting and from within your group you will cover**

- 1. Venue hire**
- 2. Cost of consumable items e.g. photocopying score cards**
- 3. Refreshments**
- 4. Visits**

**Simple accounts should be kept on the Group Accounts Form (form 3 in the co-ordinators pack) to record the income and expenditure of the group.**

**It is recommended that only enough funds are kept to cover anticipated short term running costs. The treasurer should be kept informed of funds which may have to exceed these amounts.**

**You can submit a claim for U3A funds for**

- 1. Non consumables to help you develop your group e.g. card table cloths**
- 2. Expenses incurred putting on events open to all Dereham U3a members e.g. quiz**

**These claims will be considered on a case by case basis and should be submitted in writing to the Secretary .High value items should be approved by the committee prior to purchase. Any equipment purchased will become an asset of the U3A. All claims must be accompanied by a receipt and authorised by a member of the committee**