

EXPENSES V5

Venue, Travel, Coaching, Copying, Food and Drinks, and other Expenses.

1 Groups

- a. B&D u3a will pay for a venue for a group where there is a good regular attendance of about 10 members, (depending on venue cost).
- b. Consumables and Food and drinks for Groups will not be paid for.
- c. Other expenses, for example the replacement of frequently used equipment and materials will be paid for, where approved in advance, and attempts have been made to obtain competitive prices.
- d. Please dispose of worn-out equipment thoughtfully.
- e. Coaching group members will not be paid for. As it's a self-help organisation, the hope is that coaching will be found if needed from within the Group, with members helping each other.
- f. Requests for the payment of expenses should be made through the Group Leader.

2 An Event

- a. The proposed Organiser should speak to the Treasurer, with a proposal before any action is taken. Efforts should be made to identify any costs and possible income in advance with a view to breaking even on the Event.
- b. The Treasurer will authorise the reservation of a venue and make contractual arrangements if required.
- c. The Organiser will price the tickets on the basis of value for money, appropriateness of the venue for everyone, and with a view to breaking even and the nature of the event should be in accordance with fulfilling our Object of Education for retired semi-retired and older people.
- d. Photo-copying, and other expenses required for the Event will be paid, if identified in advance as a cost, on production of a receipt/invoice.
- e. Food and drink for an Event will not be paid for by B&D u3a.

3 A Series of Events

The same principles as for organising a single event will apply. However, if a series of events is being run, it will not always be easy to break even on each occasion. In such circumstances, a small surplus or deficit (up to £600 normally) can be carried forward for 2 years.

4 Committee Members

Our constitution provides that Committee members and those who formally assist them may be paid their out-of-pocket expenses, on production of receipts.

27-1-25

Review 1 year