

## **EXMOUTH AND DISTRICT U3A**

### **FINANCIAL DELEGATION**

1. The Committee of the U3A hereby delegates authority to members of the Committee or other named members of the U3A to commit or authorise expenditure according to the schedule below. Delegation in respect of specific functions is limited to members holding responsibilities for those functions as agreed and recorded from time to time by the Committee.

- a) In respect of hiring venues for U3A activities together with any associated fees and equipment costs: up to £300 on any one occasion.
- b) In respect of small items of equipment not associated with venue hire: up to £100 on any one occasion.
- c) In respect of fees, donations and expenses for speakers at U3A meetings: up to £100 on any one occasion.
- d) In respect of the distribution of magazines and similar materials to members: up to £150 on any one occasion.
- e) In respect of publicity and related materials: up to £100 on any one occasion.
- f) In respect of stationery, other consumable supplies, printing and postage: up to £100 on any one occasion.
- g) In respect of (i) the reasonable costs of a condolence card to the family of a member who dies and (ii) up to £50 for flowers or a donation in the event of a Committee member who dies in office, subject to the provisions of the policy note on guidelines for Committee expenditure (PN 5).
- h) In respect of travel and subsistence: up to £100 in relation to any member of the U3A on a single occasion, subject to the provisions of the policy note on expenses for travel and subsistence (PN 6).
- i) Where urgency requires, the Chair or appointed deputy acting with the consent of not less than two other members may commit or authorise expenditure on any activity: up to £250 on any one occasion. Action taken under this sub-heading shall be reported to the next meeting of the Committee.

2. The Committee of the U3A hereby delegates authority to any two of its members acting together to authorise, on compassionate grounds and in exceptional circumstances, the reimbursement of costs incurred in good faith by a member of the U3A on U3A activity: up to £75 on any one occasion.

3. The Committee of the U3A hereby delegates authority to the Treasurer or appointed deputy and other nominated signatories to the U3A bank account to make payments according to the schedule below.

- a) In respect of the payment of invoices authorised by Committee members with responsibility for the relevant area of expenditure, by cheque drawn

on the U3A bank account: up to the relevant limits specified in paragraph 1 above.

- b) In respect of the payment of invoices authorised by a group organiser and supported by equivalent payments to the U3A from the group organiser: by cheque drawn on the U3A bank account up to £400 on any one occasion.
- c) In respect of the payment of invoices presented by a group organiser which relate to expenditure previously agreed with the Treasurer, by cheque drawn on the U3A bank account up to £400 on any one occasion.
- d) In respect of the payment of invoices authorised by the Committee, by cheque drawn on the U3A bank account: limited by the funds available.

4. In respect of expenditure by group organisers for booking performances, accommodation or transport, and not falling within the terms of paragraph 3(b) above, no such expenditure shall be committed prior to discussion with the Treasurer or appointed deputy. Prior to such discussion, group organisers may negotiate provisional bookings with suppliers provided that the provisional nature of the arrangement is made clear to suppliers and that no liability for cancellation fees could arise.

5. Delegation will not apply in circumstances where the splitting of activity appears to be artificial or motivated by an intention to avoid proper consideration.

6. Delegation will not apply in respect of the running costs of groups; the expectation is that group activity will normally be self-financing.

7. Delegation will not apply in circumstances that might be construed as novel or contentious.

8. Prospective action falling outside the terms of this delegation is reserved to the Committee.

9. Any action taken under this financial delegation shall be limited to that which is necessary to provide for the prudent, economic, efficient and effective management of U3A business.

10. The Committee remains corporately responsible for all executive action taken in its name including anything done or not done under the terms of this financial delegation.

11. This financial delegation supersedes and cancels all previous financial delegations.

Signed

Date