



Policy Note 5

Guidelines on Committee Expenditure

Updated October 2023

Renewal date October 2024

1. Members of the committee are conscious of their duty as Trustees and under the Constitution to ensure that monies are only spent for the furtherance of the purposes of Exmouth and District U3A and trust that they themselves should not derive any benefit, whether financial or otherwise from their position.

With this in mind, the Committee hereby defines the exceptional circumstances under which Exmouth and District U3A may be expended on matters other than the Organisation's core activities without a vote of the full committee. This expenditure shall be authorised by a minimum of two Officers of the current Committee.

- Sending condolence cards to the family of a member who dies.
- Sending flowers up to the value of £50 to the funeral of a Committee member who dies in office or a donation to a nominated charity in lieu.
- The purchase of "thank you" cards for retiring members of the Committee for presentation at the AGM, together with a gift not exceeding £25.
- On retirement of a Committee member who has served at least a full year, the cost of a modest lunch not exceeding £30 in value may be met from the Exmouth and District funds. All other attendees shall bear their own costs.

All expenses incurred by Committee members and officers shall be in accordance with the current Finance policy. Committee members and officers shall complete and sign their expenses form to confirm their expenses are in accordance with the policy. When they have signed it, it must be countersigned by a Committee officer and forwarded to the Treasurer for payment. No items of expenditure may be made by Committee members without following this process.

The funding of any event of a social nature requires the prior approval of the Committee.

The Christmas/New Year lunch shall be self-financing.

Expenses arising from the Organiser's annual liaison and support meeting need to be approved in advance by the Committee and shall be noted in the annual accounts.

The Groups Coordinator shall be delegated to deal with the hire of the venue and refreshments with due regard to economy.

