

## B – INTEREST GROUP MATTERS

### PART B3

#### MONEY MATTERS

Forms for the completion of simple financial procedures can be found via the Convenors page on our website: <https://u3asites.org.uk/bridgend/page/124375>. Each is self-explanatory, enabling Group Leaders to:

- claim out-of-pocket expenses, e.g. postage and printing (small quantities), to support the running of groups;
- request a cheque payment, e.g. for any speaker fees incurred; and
- pay monies received into the Bridgend u3a account, e.g. for venue top-ups, membership fees.

A Group Leader/Convenor planning an outing or activity that will incur significant costs, e.g. vehicle hire, and/or a contractual commitment, and/or that may require subsidy from u3a funds if there is a shortfall in projected income, should present and discuss their proposal with the Treasurer/Committee before arrangements are advanced. Email in the first instance to [treasurer@bridgendu3a.co.uk](mailto:treasurer@bridgendu3a.co.uk).

The collection and use of funds for group refreshments, lunches etc is entirely a matter for each group, and similarly contributions to petrol costs and parking fees incurred by group members providing transport for others. There is no requirement to account to the Treasurer for these funds.