

Guidelines on Committee expenditure

1. Members of the Committee are conscious of their duty as Trustees and under the Constitution to ensure that all monies are spent for the furtherance of the purposes of Exmouth and District U3A, and that they themselves should not be seen to derive any benefit, whether financial or otherwise, from their position. With this in mind, the Committee has resolved to define the exceptional circumstances under which Exmouth and District U3A funds may be expended on matters other than the Organisation's core activities without a vote by the full committee. This expenditure may be authorised by an Officer and one other Committee member:

- 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 funding of any events of a social nature requires the approval of the Committee.
- The Christmas/ New Year lunch shall be self-financing.
- Expenses arising from the Organisers' annual liaison and support meeting need to be approved in principle by the Committee and 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.

2. In addition, the Committee may, in recognition of the commitment of those serving on the Committee, authorise the following modest gratuities by way of a 'thank you':

- The purchase of 'thank you' cards for retiring members of the Committee for presentation at the AGM together with a gift not exceeding £10
- On the retirement of a Committee member who has served at least a full year, the cost of a modest lunch not exceeding £20 in value may be met from the Exmouth and District U3A funds. All other attendees must bear their own costs.

Signature

Date