1. **General:**
2. **All Interest Groups must be self-funding**. Groups who wish to meet in Community Halls or Workshops should make bookings in accordance with the guidance below.
3. **Group funds** are raised to further the objectives of the Group. Groups will not accumulate reserves other than to pay for planned expenditure and reserves should never exceed £300. Groups should report any reserves of over £200 to the Treasurer before the end of the financial year (i.e.every March), with the exception of the hospitality costs outlined in Paragraph 4. Each Co-ordinator or deputy should keep simple accounts of all income and expenditure and be able to provide them to the Treasurer when required,

**2. Hire and Payment of Venues**

1. **Booking of venues:** The Group Co-ordinator or deputy may book an approved venue (i.e. a venue that has been checked for H&S and accessibility by the EC). He/she must notify the Treasurer of the booking date and room, and ensure that the Invoice is addressed to the Treasurer for payment. This will ensure that any appropriate u3a discount is applied. This procedure also ensures that the group is fully protected by the Third Age Trust Insurance. The Treasurer will pay the Invoice, and the Group will forward their venue fees to him/her as soon as practicable. Any funding assistance from the main funds (e.g.as during national emergencies) will only be made available when this procedure is followed.
2. **Cash Payment:** Very occasionally, a venue may request a cash payment for hire fees. If this is the case, notify the Treasurer and agree arrangements for payment with him/her.

**3. Additional Funding**

1. **Development/Equipment Grant:** Subject to availability, individual Interest Groups can apply for a small grant to purchase equipment or to otherwise support the development of a group. An application form is attached to this document and is also available on the HHD website. All applications will be considered by the EC and, if approved, any equipment will remain the property of the HHD.
2. **Set-up loan:** It is recognised that new groups may have problems in meeting the costs of a venue during the early stages. The EC would be prepared to agree a short-term set up loan. The loan would need to be repaid within 6 months.

**4. Hospitality Costs**

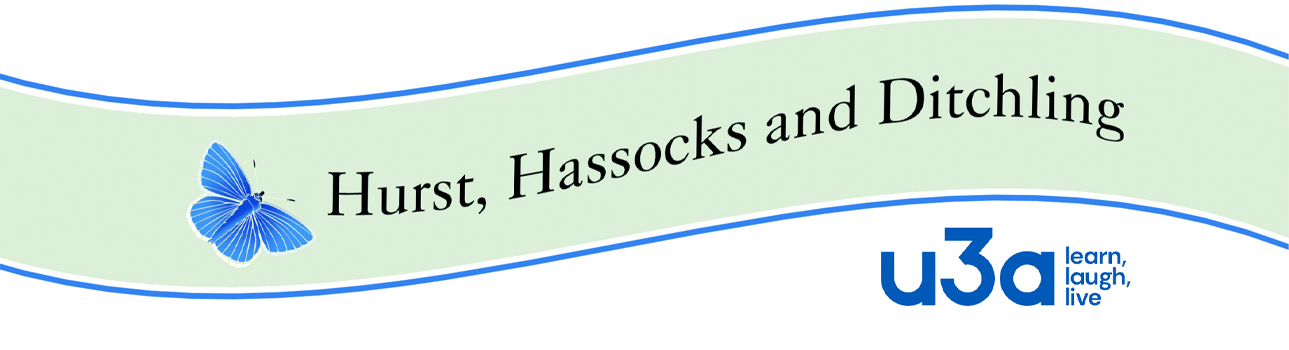
When Groups meet, refreshments such as tea and coffee are often served. If Groups rotate between most members’ homes, providing refreshments may be on a purely reciprocal basis. If, however the refreshments are provided by only one or two hosts, it is reasonable for members to pay a small charge to the host to cover the costs. This may be up to but never more than £1.00 per member per meeting. These payments do not have to be reported to the Treasurer.

**5. Visitors**

When visitors attend a Group Session under the “2 free Event rule” [see Policy guide 6], they must contribute to the Group costs e.g.Hall hire; materials; refreshments.

Appendix 1 attached.

Appendix 1



**GROUPS GRANT APPLICATION**

HHD u3a is willing to support its Groups with equipment or supplies that will enhance or develop the Group further, subject to funds being available.

To safeguard HHD members’ money, it is necessary to complete this form for submission to the Executive Committee for consideration and approval.

NB Once an item or items are purchased, those items remain the property of HHD u3a. Details of the equipment must be supplied to the Secretary for entering into the equipment log, and any necessary safety checks must be carried out as directed.

Group Name: …………………………………………………………

Group Leader: ……………………………………………………….. Date: ………………………

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | COST | EXEC COMM. COMMENT | MONIES TO: |
|  |  |  |  |
| DATE | RECEIPTS | ACTION | TREASURER USE ONLY |

For what is an appropriate request, contact the Groups Co-Ordinator