

## Ver Colne Valley U3A Expenses Policy (January 2020)

All U3As rely on volunteers to carry out a wide range of functions. It is only right that personal expenses incurred by a member to meet a VCV requirement should be reimbursed.

However, a claim for expenses has to be presented in a way that meets the requirements of financial management and assists the auditing of the accounts. The purpose of this policy is to show how this is best met.

A basic requirement is that expense claims should not involve any personal gain and should be backed up by clear receipts. In parallel, valid claims should be reimbursed with the minimum of delay.

Travel expenses will be reimbursed at actual fuel costs, supported by receipts.

Long journeys and accommodation claims must be approved by the committee prior to being undertaken. **Failure to receive prior consent will result in the claim being rejected.**

Where possible foreseeable expenses relating to specific VCV events (e.g. the need to carry out a pre inspection of a venue if it was felt necessary to ensure the wellbeing of the members attending) should be incorporated in the initial costing. This would be at the discretion of the organisers and would be the exception rather than the rule.

There will of course be basic claims arising from normal administrative requirements such as postage, stationery and telephone use. These can be backed up with receipts although telephone calls are a problem to define. Much depends on the telecommunication tariff of the member involved. If the telephone calls fall within the tariff allowance of free calls then a claim should not be made, if they fall outside then an appropriate claim should be submitted.

Purchasing specific items to meet the requirements of the VCV will have been agreed at committee level and reimbursement will be automatic.

The claim form should clearly state the nature of the claim and the activity it relates to. Attached to the back should be a receipt(s) which indicate the item(s) of expense. Claim forms can be downloaded from the VCV website.

Claims made within the groups should meet the requirements as set out above and recorded in the group accounts to assist in the general audit that takes place at the end of the financial year.

The above is not intended to restrict the activities of our members but over the financial year the claims can mount up to a large sum that has to be met from within our accounts. Furthermore, the VCV has to demonstrate to the Third Age Trust and the Charities Commission that the management of our finances meets the required standards.

If in any doubt contact a member of the Committee and the matter will quickly be resolved.

*Approved by the VCV Committee January 2020*