

GU3A EXPENSES

No Group Coordinator nor Committee Member should be subsidising GU3A activities. Equally the Committee is keen that expenses claims are kept within reasonable bounds. Resulting from our charitable status only the actual cost or expense should be paid to ensure the payment is not taxable.

Small purchases (less than £10) – these are deductible by you from the Activity Fee paid by group members. This should be recorded on the Monthly Return Form and accompanied by receipts if possible.

If you are providing materials - any reasonable costs may be reflected in the Activity Fee, or you may sell materials direct to your group. If you wish to make larger purchases, please complete the Purchase of Equipment form on the website (or request one from the Treasurer) and submit it for approval in advance by the Treasurer.

Photocopying - we ask you to use the most cost-effective arrangements you can. Group Leaders who meet at Sunnyfield House can also get limited photocopying done there at 5p per sheet.

Fountain Street Stationers can do copying and charge 9p per copy (this is a special rate available to GU3A for any number of copies). Where you choose to do a small amount of copying at home, we've agreed a re-imbursement rate of 9p per copy. This should be recorded on the Monthly Return Form.

Travel expenses in reconnoitring an excursion – where you incur such expenses, you can recoup these by completing the Mileage Form in the Pack. The mileage rate is currently 25p per mile. <Please note: Expenses cannot be paid for members travelling to activities.>

Postal charges - a record should be kept and Group Coordinators can claim these on the Monthly Return Form. Wherever possible second-class postage should be used.

Committee Members are naturally covered by all of the above guidelines and any claims should be made on the Committee Member's Expenses Claim Form. It is not expected that Committee Members will claim travel expenses for local journeys. Where a member is asked to attend a meeting further afield, e.g. a regional meeting in Gateshead, the Committee will confirm approval for travel expenses at a rate of 25p per mile