

## **Bristol U3A**

### **Group expenses**

Bristol U3A is run by and for our members. We are a registered charity, and the money we raise from members' subscriptions must all be used for our stated objective, i.e. to further the education of older people. One of the fundamental principles of the U3A is that we contribute our efforts voluntarily, which is why we never pay for people to lead our groups.

Most of our groups run with no need for expenditure: members may make small donations to their host for the cost of teas and coffees, and sometimes for incidentals like photocopying. Groups are free to manage these small sums as they see fit.

For a small number of groups, who use expensive hired rooms, (i.e. which cost more than £400 for a year) we ask that the group contributes to the rental costs. This is covered in a separate note, applicable only to those groups affected.

However, sometimes groups ask for help with extraordinary expenditure.

If a group needs special equipment such as a laptop or tablet computer for use by the group as a whole, where learning computer skills is an integral part of the group's purpose, the group leader should make a convincing case for new purchases of this kind and submit it to their group co-ordinator, and to the treasurer, who will decide whether we can contribute. We already own a number of machines, some of which are currently not being used, and others could be shared between groups.

We will not normally pay for books, CDs, music, stationery etc used by group members. Most books can be bought reasonably cheaply second-hand or new, and once bought, they belong to their purchaser. The Third Age Trust has a large stock of learning resources which can be borrowed or hired for a small charge, which should be met by group members.

If a group leader thinks it essential to have an expensive book (or CDs, DVDs, etc) for use by their group, he/she could ask the group members to contribute together to cover the cost.

Requests for funding any exceptional items should be made to the Treasurer before making the purchase.

**April 2018**