

# Aughton & Ormskirk U3A

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## Policy and Procedures – Petty Cash

*Reference Point: The Mutual Aid Principle*

- Each U3A is a mutual aid organisation, operationally independent but a member of The Third Age Trust, which requires adherence to the guiding principles of the U3A movement.
- No payments are made to members for services rendered to any U3A.
- Each U3A is self-funded with membership subscriptions and costs kept as low as possible.
- Outside financial assistance should only be sought if it does not imperil the integrity of the U3A movement.

### Petty Cash

The A&O U3A will reimburse expenses incurred by members in execution of duly authorised activities, as below:

- communications (postage and telephone)
- purchases for conduct of group meetings
- stationery not available from HQ

Such expenses will normally exclude travel to and from Group meetings, stationery and use of equipment available at HQ, technical help available from specialist group members and clerical help available from group and individual members.

All requests must be recorded on the official form for information to the Treasurer or the Finance & Resources Sub-committee.

Each Group may retain a sum of up to £25 (for petty cash purposes) from attendance/session fees collected. Unforeseen and necessary expenses, subject to definition above, may be met from this amount, with full written details provided on the appropriate form.

Group members should be kept informed of this and every other financial arrangement.