



THE UNIVERSITY OF THE THIRD AGE CRAWLEY

Registered Charity No. 1029004

Operating Procedures

1. **Reference Documents.** These operating procedures have been compiled using the following Charity Commission Publications as the reference documents.
 - 1.1. CC3 Responsibilities of Charity Trustees.
 - 1.2. CC8 Internal Financial Controls for Charities.
 - 1.3. CC60 The Hallmarks of a Well-run Charity.
2. **Compliance Objectives.** The Crawley U3A will abide by the requirements of the Charity Commission and, except where not practicable, it will also follow the recommendations¹ of the Charity Commission.
 - 2.1. Where it has been identified that it is not practical for the Crawley U3A to follow a particular Charity Commission recommendation, this will be stated in these Operating Procedures together with the reasons for the departure and the measures to be followed.
3. **Precedence of Documents.** The precedence of documents in descending order is listed below.
 - 3.1. Charity Commission publications.
 - 3.2. The Constitution of Crawley U3A currently ratified by the Charity Commission.
 - 3.3. Committee and Subcommittee Minutes that post-date the Operating Procedures.
 - 3.4. These Operating Procedures.
 - 3.5. Committee and Subcommittee Minutes that predate the Operating Procedures.
4. **Reviews of the Operating Procedures.** It is clearly necessary to keep these Operating Procedures up to date and to avoid having to refer to many sets of Committee Minutes that post-date the last revision and reissue.
 - 4.1. The revision and reissue of these Operating Procedures must be included on agenda of the last committee meeting before the AGM.
5. **Definitions**
 - 5.1. **Officers** - are the Chairman, Vice-Chairman, Secretary and Treasurer.
 - 5.2. **Committee** - are the elected and co-opted members of the Committee and unless stated otherwise include the Officers.
 - 5.3. **Member(s)** - anyone who has paid their subscription for the current year, unless otherwise stated these include the previous year's members whose subscription is not more than 4 months overdue and unless otherwise stated includes the Officers and Committee. If applicable, this also includes Life Members who are no longer required to pay Membership fees to Crawley U3A or Capitation fees.

¹ These are requirements that cannot be implemented in a uniform manner by all charities or may not be universally applicable. It is clear from their contexts in Charity Commission publications that they are not options that can be followed or ignored at will.

6. **Committee Responsibility.** Decisions are the collective responsibility of the whole Committee and as far as possible all decisions will be made at Committee Meetings.
 - 6.1. The roles of the Officers and Members of the Committee together with those continuing tasks that are allocated to Members are defined in Appendix A.
 - 6.2. The Committee may set up Sub-Committees for specific purposes and may devolve to them certain decision-making powers dependant on and included in the written terms of reference for that Sub-Committee.
 - 6.2.1. Sub-Committees may be established for specified purposes. The present Sub-committees are as follows.
 - 6.2.1.1. Arrangement of the annual Group Leaders Meeting.
 - 6.2.1.2. Social Sub-Committee.
 - 6.2.1.3. See also Appendix E.
 - 6.3. If a decision on any matter is needed before the next full Committee meeting or appropriate Sub-Committee meeting, in member's own interest and following Charity Commission guidelines it is important that no decisions are made by any one member acting alone, also that the whole Committee be kept informed. Therefore the following procedure will be followed.
 - 6.3.1. If the matter is within the powers of a Sub-Committee, preferably all but in any event at least two including its chairman (or if not contactable, the Crawley U3A's Chairman) are to consider the matter and may make recommendations.
 - 6.3.2. If there is no relevant Sub-committee, at least two Committee members including at least one officer are to consider the matter and may make recommendations.
 - 6.3.3. Under 6.3.1 or 6.3.2 the relevant details are to be circulated in writing to the whole (Sub-) Committee. These details are to include, the names of those consulted, the suggested action and a time limit for lodging objections; unless there are sound reasons to the contrary the time should be at least 5 working days (i.e. excluding Sat, Sun and public holidays).
 - 6.3.4. If no objections are received within the prescribed period the proposals may be acted upon and the document is to be sent to the Secretary.
 - 6.3.4.1. If objections are received from more than one third of the Committee or Sub-Committee the proposal is deemed to be lost.
 - 6.3.4.2. If objections are received from one third or less of the Committee or Sub-Committee; where possible these concerns raised in the objections are to be incorporated into the proposals, following which the proposals may be acted upon and the document is to be sent to the Secretary
 - 6.3.5. The Minute Secretary will table the final document at the next Committee meeting.
 - 6.3.6. All Communication shall be by letter or email.
7. **Responsibilities of Group Leaders and Organisers of Events.** As a self help organisation, the U3A movement is heavily dependent on its Group Leaders and those who organise other activities and events for the benefit of its members.
 - 7.1. The responsibilities of Group Leaders are defined in Appendix B, Appendix D and Appendix U.
 - 7.2. The recommendations for booking outings and field visits are described in Appendix F, Appendix G, Appendix H and Appendix C.

- 7.3. Guidance for interviewing either new Group Leader or setting up a new group is given in Appendix I.
- 7.4. Outside speakers may be booked to address the monthly meetings and on occasions Groups. To ensure the speaker and the event organiser both understand what is expected from each other, it is necessary that all arrangements be confirmed in writing. A form that meets these requirements is shown in Appendix J.
- 7.5. **Groups Attendance Charges** With effect from 1st September 2011, the charges are listed below:-
- 7.5.1. For meetings held at premises where rent has to be paid,
- 7.5.1.1. either £1.30. per meeting,
- 7.5.1.2. or pay fees in advance for a course of meetings, at a reduced rate equivalent to £0.90 in advance for a course of meetings.
- 7.5.2. For meetings held at premises where no rent is paid, for example members' homes, £0.50 per meeting, in these cases the host may receive 20p of this to cover refreshments etc.
- 7.5.3. When the group has outdoor meetings, £5.00 per annum or £1.50 every 3 months.
- 7.5.4. Through custom, practice and specific authority given over the years, some Groups have different charging from normal. These Groups are:-
- 7.5.4.1. **Amblers** whose members pay £5 per annum and have two meetings per year in rented accommodation.
- 7.5.4.2. **Italian.** Members of this Group pay an additional advance fee equivalent £0.50 per meeting as per paragraph 7.5.1.2, to cover the Leader's travelling expenses from Horsham. The then Committee agreed to this when this Group was first established.
- 7.5.4.3. **Painting and Drawing.** This Group meets weekly and the Members pay £2 for each meeting they attend to better match the expenditure per meeting.
- 7.5.4.4. **Out and About** whose members pay the charge in paragraph 7.5.1.1 for each of the Group's planning meetings. They also pay the entrance charges at the places visited.
- 7.5.4.5. **Swimming** has no attendance charges neither does the Group have any expenses.
- 7.5.4.6. **Walkers** whose members pay £5 per annum and have two meetings per year in rented accommodation.
- 7.6. **All Social Events.** The Charity Commission recognises certain activities as being "Social" albeit we would suggest that there is a strong element of education involved. However where a Group, that would otherwise be classified as educational, organises an occasional Social Event, this does not disturb its educational status. However Crawley U3A's reporting procedures remain unchanged for these types of activities. The following are typical "Social" events/activities:
- Theatre Visits
 - Outings
 - Xmas lunches
 - Wine & Cheese Parties or similar
 - Travel etc.

- 7.6.1. These events whilst not having to be accounted for to the Charity Commission should nonetheless be reported to your members on an income and expenditure basis at your AGM.
- 7.6.2. If the Social Account needs financial support on a temporary basis e.g. to pay for tickets in advance, the main committee can provide temporary support. It is vital that no individual member or members fund such activities from personal bank accounts.
- 7.6.3. At the end of the financial year the Treasurer should report on the surplus or cost of these events and incorporate that into his main report, with a supplementary report for members on these events. Ideally they should break even or create a small surplus.
- 7.6.4. If there is a net annual cost of running these events it can be rolled forward and handled on a swings and roundabouts basis. However the main U3A Committee cannot support continued significant losses, as these activities are not part of the Charity's stated objectives.
- 7.6.5. Some U3As allow surpluses to accumulate in a separate Social bank account against unforeseen contingencies. This could become a future problem if the sums are large and the U3A were to be wound up. By all means keep a small positive balance but put the rest into the main account and help the U3A pay for its prime activities.
- 7.6.6. **Travel & Accommodation** For outings that involve the use of overnight accommodation, then either a recognised tour operator must be used to make all of the arrangements or the members must be responsible for making their own arrangements for both travel and accommodation². It needs to be made clear on the booking form that their contract is with those with whom they booked travel and accommodation and NOT Crawley U3A.
- 7.7. **Accident & Incident Reporting.** If an accident or incident (e.g. Someone falls ill or there is an occurrence which could have led to injury) an Accident/Incident Report shall be made using the form in Appendix S, the completed form is to be sent to the Honorary Secretary for filing.
8. **Opening Post.** Crawley U3A does not possess its own premises hence post is sent to Officers' homes. It is therefore not practical to have two people present when post is opened (CC8 paragraph 27). Members and anyone else are asked to make their payments by cheques payable to "Crawley U3A" thus avoiding a need to handle cash and the overwhelming majority of payments are for services provided by Crawley U3A (e.g. Membership subscriptions, tickets for events at which block bookings have been made). The following safeguards will therefore be employed.
- 8.1. Receipts will be issued for all payments received by post.
- 8.1.1. The following are adequate receipts in the corresponding cases
- Numbered Membership Cards.
 - Tickets for Crawley U3A events.
 - The tickets to events for which Crawley U3A has made block bookings.
- 8.2. The Treasurer will itemise all received cheques in the accounts' records.

² If a U3A undertakes travel tours involving two out of the three elements of transport, accommodation and guiding/leadership it is essential that you check you are not acting as a Tour Operator, which has significant legal and insurance responsibilities and the possibility of serious financial and legal risks to both individuals and the main U3A. Further information can be obtained from National Office if in doubt.

8.3. Members booking slips and other documentation will be retained so these may be reconciled with the accounts.

8.3.1. This includes retaining a log of Membership card and ticket numbers showing who has received them and number printed. Similarly list of event's tickets issued to Crawley U3A and who has received them. A satisfactory method for retaining this information is to staple it to the financial summary at 8.4.

8.4. A financial summary sheet for each event. An example of this is shown in Appendix C

9. **Cash Receipts.** Most frequently these are from monthly and group meetings. It is important that cash receipts are properly handled and recorded to ensure:-

9.1.1. as far as reasonably possible the correct amount has been received

9.1.2. no shadows of doubt fall upon Group Leaders or their representatives and others handling cash.

9.1.3. Proper records are kept.

9.2. Cash income at events will be counted and checked against Attendance Register or other similar records by two members, preferably selected on the day, who will initial the Attendance Register or fill-in the appropriate cash record, see Appendix P.

9.3. The Group Account Forms to be used for financial reporting of Groups is shown at Appendix D. There are two versions of this form, one where payment is made for each meeting attended and the other covering advance payment for a block of meetings. The former form covers 5 meetings sufficient for a five week month of weekly meetings; other numbers of meetings may be used at times. The latter form is intended to cover a convenient block of meetings, it is suggested this should cover at least the lesser of four meetings or three months.

10. **Banking and custody procedures.**

10.1. **Cash.** The only significant cash receipts are from monthly and group meetings and some tickets at our events. Once received by the Treasurer, these monies will normally be banked within 5 banking days.

10.1.1. As there are very few events for which cash in hand exceeds £50 (perhaps one per year), it is not considered economic to insure cash in hand.

10.2. **Cheques.** A record is to be kept of the details of all cheques deposited into Crawley U3A's accounts and for the account number to appear on the back of each cheque. This information is held until their entry into the Crawley U3A's account has been confirmed on the statement.

10.2.1. Cheques for U3A activities shall be made out to 'Crawley U3A' and be fully completed unless the conditions at 10.3 apply.

10.2.2. All cheque details are to be recorded on receipt by Crawley U3A.

10.2.2.1. The information to be recorded shall include 'sort code', 'account number', 'cheque number', 'account holder', 'date', and 'amount'.

10.2.2.2. If cheques have to be transferred within Crawley U3A before their details have been recorded, this shall be done by hand (i.e. they will not be mailed). The sender is to retain a record (e.g. the corresponding Members booking slips) of the cheques so transferred, this record is later to be passed to the Treasurer.

10.2.2.3. As a consequence of the geographic spread of the Membership, implementation of 10.2.2.2 will delay the banking of cheques. They will normally

be banked within four weeks of receipt. Reasonable steps will also be taken to avoid the number of cheques so held reaching excessive numbers.

10.2.3. The Treasurer will normally bank cheques within a week of receipt.

10.3. **Theatre Seats.** Frequently for theatre bookings the prices for members' seats are not known until Crawley U3A has received its block booking allocation. When seat prices are known the procedure at 10.2.1 shall be followed, otherwise the following procedures are to be followed.

10.3.1. Members are to be instructed to make their cheques payable to 'Crawley U3A', signed and dated. Where the seat price is unknown to state the appropriate 'Not to Exceed Amount'.

10.3.2. If the theatre demands a cheque with the block booking, the Treasurer will issue a cheque made payable to the theatre, signed, dated and showing an appropriate 'Not to Exceed Amount'.

10.3.3. When the actual seat prices are known.

10.3.3.1. The appropriate amount shall be entered onto the cheques held by Crawley U3A.

10.3.3.2. The member shall be informed on the price of their ticket(s) (this requirement is normally met by the prices on the theatre tickets).

10.3.3.3. Records shall be kept to enable the seat allocations to be reconciled with the cheque values.

10.3.3.4. The cheques passed to the treasurer for banking.

10.3.4. Members may be invited to apply for seats before the block bookings are opened and only some time later will Crawley U3A's block booking be confirmed. Therefore it is recognised that some cheques may be held for a considerable time before they can be banked. Members are to be made aware of this when this is likely to apply.

10.4. **Salaries/ Employment** A one off payment to a speaker for fees does not contravene either your U3A insurance cover or Charity Commission rules, even if the payment is in fact to a charity of the Speaker's choice.

10.4.1. However, at the other end of the scale, if your U3A is planning to consider asking a freelance leader/tutor/specialist to run a class on a regular basis for an agreed realistic fee, it is essential that the following checks are performed:

10.4.1.1. That the person concerned has proof that he/she is registered with HM Revenue and Customs as a self-employed person for tax and National Insurance. If not, you should not proceed because you would be in effect employing that person and you would need to take out separate Employers Liability Insurance as well as having to operate a payroll.

10.4.1.2. That the person concerned has a current public liability policy to at least £5 million. If not you must not proceed because the U3A policy does not cover a person who is being paid.

10.4.2. The only kind of reimbursement that will not attract the kind of scrutiny outlined above is the repayment of expenses for travel insurance and similar minor expenses.

10.5. **Benefits in Kind** The one area that is very difficult to administer and can lead to major problems is that of goods/service providers (e.g. Theatres and Tour Operators) of offering a free place for every, say, 20 members booked. This freebie must be declared to the other

travel participants and the main U3A Committee. It can be viewed in two distinct ways: either as payment for services rendered or as a discount.

10.5.1. Payment for Services. Anybody who is a Trustee of a Charity is not entitled to any pecuniary benefit. Thus if the Travel Organiser is a member of the U3A committee and/or an Officer of the U3A, they are Trustees and cannot receive any pecuniary benefit.

10.5.1.1. If an Organiser believes that he or she has undertaken significant efforts before and during the trip and is therefore entitled to a free trip as payment for these services it must be recognised that any payment whether monetary or benefit in kind is both declarable and potentially taxable as a pecuniary benefit.

10.5.1.2. Your Committee consider this interpretation will not be used within Crawley U3A as it leads to Committee Members being treated differently from other Members.

10.5.2. Discount. This implies that the Organiser is a fellow traveller, who should pay for their trip. Therefore the free trip should be shared between all travellers as a discount. This is the interpretation that shall be followed on all occasions within Crawley U3A.

10.6. Non members and Insurance. It is important that membership records are kept, even at group level, to check that all participants are members of the U3A that organise this group. Clearly an individual non member can attend a taster session but repeated visits would automatically disqualify such an individual for U3A insurance and any claim that might arise from that visitor's attendance would also be uninsured, leaving a risk for other legitimate members. In effect this could mean that the actual U3A members become uninsured because of the presence of non-members.

10.7. Payments. Payments will be made against the original invoices from the suppliers of goods or services or a properly completed form shown in Appendix E or Appendix D. Payments will normally be made by cheque.

10.7.1. Members' Cheques, Credit or Debit Cards. Payments on behalf of Crawley U3A should not be made through Members' bank, credit card or other accounts, by so doing the Member may be held personally liable for the associated transaction. All reasonable steps are to be taken to persuade the providers of goods or services to accept a Crawley U3A cheque. Where preferred method of payment cannot be made and a Member's Cheque, Credit or Debit card has to be used, the circumstances are to be explained in the claim made to the Treasurer.

10.8. Payments to Other Charities. Advice from the Charity Commission is shown in Appendix R. The interpretation of this advice is listed in the table below.

Example	Interpretation
An invited speaker asks for their fee, or a donation, to be paid directly to another nominated charity.	Where a speaker wishes to donate his fee to a charity, the cheque may be made in favour of the selected charity; the 'cheque request form' or other documentation must make this clear the circumstances for this donation.
In payment for goods or services provided by another charity.	When goods or services are to be purchased as a straight financial transaction, from another charity they are no different from any other supplier.
An event is advertised as raising funds	In this case the event must clearly be in the

Example	Interpretation
<p>for another charity. In this instance, the amount paid could be based on either:-</p> <p>i) the ticket price (in this case the organising charity could make a loss if ticket sales were poor) or</p> <p>ii) the proceeds from the event (in this case there would be no payment if there was a loss on the event).</p>	<p>furtherance of the objects of both charities³. The corollary is that there should not be a conflict between the objects of the participating charities. It is clearly necessary for the donating charity to liaise with the receiving charity(s) throughout the planning stages.</p> <p>Note (Advice from U3A Trust treasurer 23 Feb 07) Payment of the resulting proceeds must <u>not</u> be by a U3A cheque.</p>

10.9. Signatories.

10.9.1. The signatories for the Society's bank accounts listed at 16.1 shall be any two of the following: Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.

10.9.2. The Treasurer is authorised to transfer funds between the accounts listed at 16.1 by telephone instruction as considered necessary to maintain a smooth cash flow.

11. **Checks of Income Records.** The Chairman or other members of the Committee are to make irregular checks on the Treasurer's records. For example ensuring that the last bank statement agrees with the records.

12. **Membership** The application form for new or renewal of membership is given in Appendix M. An information sheet for new members is shown in Appendix L.

13. **Gift Aid.** It is necessary to ensure that we only claim for Members who have both paid their subscription for the relevant year and made a Gift Aid declaration.

13.1. Completed Gift Aid forms from members will be held in a file reserved for this purpose. The Gift Aid Declaration is incorporated into the forms at Appendix M.

13.2. The Members Addresses database will include 'Membership Subscription' and 'Gift Aid' field in which the receipt of their subscription and date of signing the form will be entered in the relevant members' records. This information will then be used for claiming the tax from the Inland Revenue.

14. **Database of members.** A Database Controller (DBC) should be appointed preferably but not necessarily a member of the Executive Committee. The DBC is responsible for setting up the Database initially and for updating it thereafter.

14.1. The Database should cover, for each Crawley U3A member, the membership number, name, postal address, telephone number and e-mail address. Other data to be included are Gift Aid, payment of Annual Subscriptions, offers of assistance.

14.2. In order to satisfy the requirements of the Data Protection Act:-

14.2.1. The personal records will be held on computer solely for the administration of Crawley U3A and the mailing of U3A News and will not be disclosed to outside bodies.

³ For example a 'field sports' and a 'wildlife preservation' charity may both include enjoyment of the countryside in their objectives, there is likely to be a conflict if the activities one resulted in the death of animals and the other sought to preserve their lives.

- 14.3. Any member has the right to insist that his/her personal details be not used for mailing Newsletters or U3A News. Members who exercise this right will be responsible for personally collecting Newsletters, U3A News etc at Monthly meetings.
- 14.4. The DBC should be prepared to provide a set of adhesive address labels if requested by the Chairman, Secretary or Treasurer.
- 14.5. The DBC is to supply a suitably formatted soft copy of the database to the U3A Trust for the sole purpose of mailing U3A News to Crawley Members.
- 14.6. Copies of the Database as soft/hard copy may only be given to Crawley U3A Members who need it for the administration of Crawley U3A.
- 14.7. The Treasurer may hold and maintain a subsidiary database for use in recording cheque details in accordance with paragraph 10.2. This subsidiary database shall be used solely for this purpose and shall not be divulged to anyone not performing this task.

15. Openness of Crawley U3A Affairs.

- 15.1. The following information can be used solely for the administration of Crawley U3A. and Crawley U3A mailings; hence it may not be publicly released.
 - 15.1.1. The address list.
 - 15.1.2. Completed Gift Aid Forms.
 - 15.1.3. Information on members and other people's cheque accounts.
 - 15.1.4. Personal information about Guest Speakers and other correspondents.
 - 15.1.4.1. Crawley U3A also reserves the right to seek a correspondent's permission before releasing copies of correspondence exchanged.
 - 15.1.5. Unless specifically covered elsewhere, all Crawley U3A documents and records shall normally be regarded as non-confidential and shall be available as public information.
 - 15.1.6. Confidentiality where necessary should only be applied to the specific text and not generally be applied to whole documents. The front of the document shall however include a warning that it includes confidential information.
 - 15.1.7. Such information is released to recipients under privilege for their sole use. Crawley U3A are not granting them permission to pass the information to others.
 - 15.1.8. Crawley U3A reserves the right to make reasonable charges for the cost involved in making such information available.

16. Inventory of Assets

- 16.1. **Bank Accounts** The following bank accounts are held in the name of Crawley U3A

16.1.1. General Funds

- 16.1.1.1. CAF Bank CAFCash account 40-52-40 00013400.
- 16.1.1.2. CAF Bank CAF Gold account 40-52-40 00090370

16.1.2. Restricted Funds. There are no Restricted Funds.

- 16.2. **Equipment and Teaching Material.** Crawley U3A owns the following equipment and teaching material.

Equipment List	Holder	Purchased	Cost
Bose CD Player	Henry Lyons	Donated	£500
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Equipment List	Holder	Purchased	Cost
		Sep 2006	estimate
Card Table	Betty Dowty	Mar 1995	£22
Teapot	Betty Dowty	Not known	Not known
2 Teapots	Peggy Miller	1998-1999	£40
2 Carafes	Peggy Miller	Not known	Not known
Public Address System	Don Sadler	Jan 2001	£760
Elmo Slide Projector & Stand	Mary Russell	Jan 2001	£838
Plastic Black-out curtains for use with projector	Mary Russell	Sep 2006	
10m Extension Lead & Wind up case	Mary Russell	Mar 2001	£11
4 gang Ext Lead for P.A.S System	Don Sadler	Mar 2001	£7
Laser Pointer	Mary Russell	Mar 2001	£58
Tripod Screen	Don Sadler	Feb 2001	£29
Extension Lead for Speaker	Don Sadler	Jan 2003	£11
Software	Edwin Cowley	Feb 1999	£104
Laptops Dell Inspiration PP07L Ser N°CN-09U807-12961-3A6-5512 Rev A02	Edwin Cowley	Nov 2003	£1471
Laptops Dell Inspiration PP07L Ser N°CN-09U807-12961-3A6 6917 Rev A02	Beryl Sinclair	Nov 2003	£1471
InkJet Printers Dell A940 Ser N° CN-07Y- 643-84730-390-0519 Failed and Scrapped		Nov 2003	£159
Epson Stylus SX400 printer	Beryl Sinclair	21 Nov 08	£64.99
InkJet Printer Dell A940 Ser N° CN-07Y643- 48730-38Q-0524 Rev A03	Mary Russell?	Nov 2003	£159
1 Projector Hard Carry Case	Edwin Cowley	Nov 2003	£73
1 Projector Dell 3300P Ser N° TW-OW3103- 70641-449-0090	Edwin Cowley	Nov 2003	£1,418
1 Projector and case Canon LV8300	Edwin Cowley	Nov 09	£900
1 Surge Protector & USB Cable	Edwin Cowley	Nov 2003	£19
1 Power Surge & USB Cable		Jan 2004	£39
1 DVD/VCR Player Philips DVD755VR/05 Prod N° DE1A0323500430	Edwin Cowley	Feb 2004	£129
Epidiascope PLUS DIRECT PROJECTOR DP-10 Serial N° 5200564 with cover & lead	Mary Russell	Nov 2004	£35
Rubber stamps - CAF 00013400 CRAWLEY U3A & Gold 00090370 CRAWLEY U3A	Edwin Cowley	Sep 2005	£36
1 Projector and case Canon LV8300	Edwin Cowley	Nov 09	£900

Equipment List	Holder	Purchased	Cost
Boxes of 'archive material;	Mary Russell	Not known	Not known
Folding A1 size notice board	Mary Russell	Not known	Not known
Folding A1 size notice board	Mary Russell	Not known	Not known
Folding notice board	Pam Binns	Jul 2007	£381.52
Notice board	Pam Binns	Not known	Not known
Original Registration Certificate with the Third Age Trust (framed).	Mary Russell	March 1985	Not Applicable
Lottery Funding Plaque	Beryl Sinclair	2002	Not Applicable
NOBO Display Board	Beryl Sinclair & Betty Dowty	July 2007	£335
Bridge Bidding Boxes	Betty Dowty	2007&2008	

Teaching Material List		Purchased	Cost
Software Bridge 'Declarer Play'	Betty Dowty	Jan 08	£69.95
ACOL Bidding	Betty Dowty	2007	~£80
Poetry 1900 to 1975 Macbeth 6 copies	George Redgrave	Unknown	£2.76 ea
DVDs "Life is Beautiful"	Glynis Mills	2008	
DVD Painted Veil	Glynis Mills	2008	
DVD "Cabaret", Two copies	Glynis Mills	2009	
DVD "La Vie La Rose" (Edith Piaf Biopic)	Glynis Mills	2009	
DVD "The Savages"	Carole Walsh	2009	
DVDs "The Diving Bell"	Glynis Mills	2009	
DVDs "The Butterfly".	Glynis Mills	2009	
DVDs "The Savages".	Glynis Mills	2009	
DVD "The Servant	Carole Walsh	2009	donated
DVD "Erin Brockovich"	Carole Walsh	2010	
DVD "The Dresser" two copies	Carole Walsh	2010	
DVD "Saturday Night & Sunday Morning two copies		Oct 2010	
DVD "I'm Alright Jack"		Feb 2011	
DVD "Only Two Can Play" two copies		Mar 2011	
DVD "Father of the Bride		Apr 2011	
DVD "An Education" two copies		Apr 2011	
DVD "Young Victoria" 3 copies		Jul 2005	
DVD "Citizen Kane" 3 copies		Jul 2005	
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Teaching Material List	Purchased	Cost
DVD "Da Vinci Code" 3 copies	Jul 2005	
DVD "Memoirs of a Geish" a 3 copies	Jul 2005	
DVD "The Madness of King George" 3 copies	Jul 2005	
DVD "The Changeling" 3 copies	Jul 2005	
Scrabble Assets, 7 sets, 7 turntables, 6 Betty Dowty dictionaries, 1 travel set, 1 Chambers dictionary	Unknown	unknown
OU materials for course " Modern Art into Mary Russell Modernism"	Unknown	unknown
Boxes containing archive materials relating to Mary Russell Crawley U3A incl Crawley U3A Newsletters	Unknown	unknown
Numerous booklets and leaflets from National Mary Russell Office	Unknown	unknown
Several video cassettes with Art Programmes Mary Russell recorded on them	Unknown	unknown

16.3. Equipment to be loaned out to be accompanied and operated by a member of Crawley U3A who is fully familiar with the operation of the equipment. The borrower shall agree to reimburse the operator for their reasonable expenses associated with the hire.

16.4. The charges, to cover maintenance costs for loan are

Equipment Loaned	Other U3A	Voluntary bodies	Commercial
Digital projector, laptop & screen	£10 per day	£15 per day	£20 per day
Digital projector, DVD+Video player & screen	£10 per day	£15 per day	£20 per day
Audio system	£5 per day	£7.50 per day	£10 per day
Digital projector, laptop, DVD+Video player, Audio system and screen,	£15 per day	£20 per day	£30 per day

17. Insurance.

17.1. Crawley U3A holds £10,000,000 Public liability cover through the Third Age Trust. See Third Age Trust note 'U3A Liability Insurance' April 2005 at Appendix Q.

17.2. Crawley U3A has cover for property through the Third age Trust.

18. **Expenses.** Authorised expenses on Crawley U3A business are reimbursable. These are reimbursed by cheque and claimed on the form shown at Appendix E.

18.1. The following are the only reimbursable expenses.

- Committee members', Group Leaders' and Members with delegated responsibilities reasonable telephone postage and stationery.
- Batteries for the PA system.
- The following travel expenses.
 - ◆ Attending Committee Meetings.
 - ◆ Journeys directly related to organising a Crawley U3A event.
 - ◆ Transporting official guests of Crawley U3A.
- Any expenses specifically agreed by the Committee.

18.2. **Telephone** calls at cost.

18.3. **E-mails** at cost.

18.4. **Postage.** Use 2nd class whenever possible. Books of stamps with the receipt, or at a Post Office counter and request a receipt. (They all seem to have computerised tills now). **Stationery.** Buy the least expensive packs appropriate for the purpose, from discount stationers. (A better quality envelope can easily increase the cost of postage and may not be necessary).

18.5. **Photocopies** – These are reimbursed at cost. At Thomas Bennett C.C. a card to operate the machine can be bought for £2.00 for 50 A4 copies i.e. 4p each copy (receipt supplied) and this may be appropriate for some committee members. Single copies @ 5p can still be made via the Adult Education Office and a receipt obtained. Other places for photocopies tend to charge 5p to 10p and give receipts.

18.6. **Documents printed on home computers** in black/white can be claimed at 10p per A4 sheet/side and in colour 16p per A4 sheet/side for mainly text or line drawings. The most competitive price for paper appears to be Clarkes Stationers in the Mall and 7dayshop.com for ink.

18.6.1 Full-page A4 colour photographs, which use much more ink, are reimbursed at £1.50 on plain 80 g/m² paper and £2.00 on heavy weight (>200 g/m²) photo paper.

18.6.2 The corresponding reimbursement for A3 is 21p, 33, for text, £3.00 and £4.00 for photographs.

18.6.3 **Specialist printing** each sheet of A4 labels 18p, A4 160 g/m² card 15p per sheet/side, laminating add 40p per A4 pouch.

18.7. Heavy users may instead maintain a log of items covered by clauses 18.2 to 18.6.

18.8. **Travel away from Crawley** on authorised U3A business.

18.8.1. **By car**, sharing whenever possible, 35p a mile. Car park and toll charges are similarly reimbursable. Travel expenses claim should be claimed using the form in Appendix E.

18.8.2. **By train** – standard rate using a Senior Citizens Railcard (or similar). Supply receipt obtainable from booking clerk when ticket is bought.

19. **Checks on Trustees' Eligibility.** Committee members will be required to affirm they are not disqualified from serving as a charity trustee and accept their responsibilities and duties by signing an appropriate declaration in the minute book. A suitable format is included at Appendix T.

Appendix A Role Descriptions	Last revision 24 June 2011
Appendix B Guidance to Group Leaders	Last revision 25 August 2011
Appendix C Events Record	Last revision 13 Jan 2005
Appendix D Group Account Forms Advance Payment	Last revision 26 February, 2007
Group Account Form each meeting payment	Last revision 8 June 2011
Appendix E Cheque Request Form	Last revision 10 June, 2011
Claim for out of pocket expenses	Last revision 3 March, 2010
Appendix F Cheques sent by Post	Last Revision 14 May 2011
Day Outings and Visits	Last revision 21 July 2011
Outings with Overnight Accommodation	Last Revision 22 January 2010
Appendix G Day Outings Booking Form	Last Revision 22 January, 2010
Appendix H Record of Outing	Last revision 29 September 2004
Appendix I New Group Interview	Last revision 5 August 2011
Appendix J Speaker Request form	Last revision 29 September 2004
Appendix K Gift Aid Declaration	Superseded, Included in Appendix M
Appendix L New Members Info	Last revision 1 September 2011
Appendix M Membership Application Incl Gift Aid	Last revision 30 July, 2011
Membership Renewal Blank Incl Gift Aid	Last revision 5 September, 2011
and Membership Renewal Incl Gift Aid	Last revision 30 July, 2011
Appendix N	this Appendix has been deleted
Appendix O Frequently Asked Questions	Last revision 21 July 2011
Appendix P Reporting Sheet for Cash Events	Last revision 10 June 2011
or Name and Receipt List	Last revision 10 June 2011
Appendix Q Third Age Trust note U3A Liability Insurance	Last revision 20 July 2011
Appendix R Payments to Other charities	Last revision 10 October 2004
Appendix S Accident-Incident Report	Last revision 6 June 2005
Appendix T Trustees Affirmation	Last revision 20 July, 2011
Appendix U Group Register A3	Last Revision 20 June 2006
Group Register A4	Last Revision 20 June 2006
Group Register A4 Land	Last Revision 20 June 2006
List of the Members in a Group	Last Revision 8 June 2011