

Financial Support Procedures for Interest Groups 2021-2022

When trying to determine how much any Group should be subsidised we need to think about a few issues: the availability of venues, the increase in the cost of venues; the suitability of venues for the needs of our membership. No-one should be prevented or discouraged from joining any group because of the lack of physical or any other access. Some groups will continue to meet in own homes, but the Committee should ensure that where there is more than one group of the same content then at least one needs to be in a fully accessible hired venue: e.g. if there are 6 book groups then at least 1 of them should meet in a fully accessible venue. As far as possible homes should also be fully accessible. AVCs (Additional Voluntary Contributions will not usually be necessary when Interest Groups meet in in members houses)

1. Having kept a detailed record over past 3 years, it is clear that the circumstances of the groups requiring a subsidy are very varied. For example: high cost/high attendance, high cost/low or variable attendance, low cost/ high attendance, low cost/low attendance. Some groups have required specialist equipment thus limiting their choice of venue. Often these groups have increased how much they pay in voluntary contributions. Other groups have moved to a cheaper venue once they realised that how much of a subsidy they were receiving. Groups may be less viable, especially in their early stages, but would still benefit from support. It is important to monitor closely the requests together with the voluntary collections and report back regularly to committee.
2. The treasurer will continue to pay all invoices to the named venue, *once the arrangement has been approved* and following receipt of invoice, or other notification of the amount due and to whom.
3. In year 2019- 2020 the subsidy to different Interest Groups varied from zero to £404 over the year. The total monthly average in subsidy was £110. However, for year 2021-22 the cost of venues has increased and in some cases doubled. Some groups meet more than once a month but in general they are monthly.
4. It is proposed that Additional Voluntary Contributions be agreed at £2 per member per group in order to pay the full rental on any venues. However, it must be remembered that this is Voluntary and no-one should be under any pressure or be excluded if they feel they cannot pay this amount. Those attending larger groups may be able to pay less than this as long as it covers the cost of the venue.
5. The aim should be that Interest groups are self-financing where possible, however it is accepted that this is not always possible. Therefore, it is proposed that a maximum '£25 p.m. subsidy' is set, but *as a general guideline*, in order to allow some flexibility and discretion, especially in the case of newly formed groups. It is suggested that a subsidy of up to £35 p.m. *might* be allowed, provided an acceptable case can be made for special circumstances, with voluntary contributions considered.

6. Previously it had been agreed but never adhered to that member pay AVCs whether they attend a meeting or not. This ensures a regular amount in and could mean that those who are down as members of a group but never attend will drop out and make room for any on a waiting list.
7. Some members may wish to pay their AVCs upfront annually and this is to be encouraged if they wish to do so. This should be paid in the usual way to the group leader or whoever collects the money in each group.
8. Requests for moderate out-of-pocket expenses will be considered (e.g., photocopying, but excluding travel) if appropriate receipts are provided. Again, it is proposed that the Finance Sub-group undertakes this task on a regular basis, referring, as appropriate, to the full committee.
9. To assist this process, Interest Groups should be asked always to accompany their voluntary collections with a standard paying-in slip as provided by the Treasurer. (sample as below)

Agreed By Committee June 29th 2021

*Copies of this form available from Treasurer or from Documents List on our Website
This is sample. DO NOT USE IT*



MOSELEY, KINGS HEATH & DISTRICT

VOLUNTARY CONTRIBUTIONS FROM INTEREST GROUPS USING HIRED VENUES

Thank you for your additional voluntary contributions to your local U3A funds which should be submitted to the U3A Treasurer. Please always enclose the following information so that we can keep an accurate record with the aim of budgeting for and distributing supportive funding as fairly as possible.

Name of Interest Group:

Name of Venue: Venue Contact: Tel:

Venue charge per hour: Length of session: hrs

Date(s) of session(s):				
No. attending:				
Amount enclosed:				
Annual Fee				

If any members pay their Annual fee for this Interest Group please list their names below.

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Group Contact person:

Tel: Email: