



## U3A Hobsons Bay Williamstown

### EXPENDITURE PROCEDURES FOR U3A HOBSONS BAY WILLIAMSTOWN INC.

The following procedures relate to expenditure by members of U3A Hobsons Bay Williamstown Inc.

1. For amounts up to and including \$50:

For activities, members should consult with and get approval for the expenditure from convenors of the relevant activity. Convenors are asked to check that the expenditure is for an item or service related to the running of that activity. For smaller amounts involving consumables, convenors should consider asking members enrolled in the activity to contribute to the cost of the item/s (e.g. Tennis Balls)

For Cottage supplies, the volunteer Purchasing Officer approves expenditure on required items.

2. For amounts over \$50 and up to and including \$150:

The member will get approval via email or in writing from a committee member. Where the expenditure is by a committee member, approval is gained from another committee member.

3. For amounts in excess of \$150:

Approval is sought from the committee at its monthly meeting. The request will be accompanied by a proposal outlining the need for the expenditure with a budget outlining the details of the costs involved in the purchase.

Receipts for purchases (with attached copy of receipt) should be forwarded to the Treasurer. Actual receipt, scanned copy or a photo of the receipt is required. Where expenditure is over \$50 up to and including \$150, the approval by a committee member should be attached to documentation. Proposals in excess of \$150 can be submitted to the committee member via: [info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au) and earmarked for 'Committee Approval of Expenditure'.

Phil Quinn  
President  
U3A Hobsons Bay Williamstown

9<sup>th</sup> April 2024