

PROCEDURES FOR TRIPS

Because we are a charity and due to instructions from National Office we need to ensure that the procedures for taking payment for any organised trips are transparent and able to be properly audited by our treasurer.

This means that each trip will have a payment deadline against it and payment by our members must be made by that date regardless of how far into the future the trip is going to take place.

We have set up a "social account" with our bank and monies for all trips will go through that account and not through the main U3A account. The organiser will be provided with a paying in book which will be the responsibility of the organiser.

All money collected will go into the social account at the bank. Cheques to be written to Bude & District U3A Social.

By signing for a trip you are agreeing to pay by the deadline indicated. Tickets are transferable but not refundable.

The person organising the trip will have their address and telephone number on the sheet so that payment can be posted to them if necessary but we would stress that members should come to the open general meetings with their cheque book or a full purse so that in signing for a trip they can make payment for it immediately if the deadline requires it or provide post-dated cheques for later events.

A receipt will be given for every payment made by members going on the trip.

Every effort will be made to cost the trip before members are invited to sign up. This will include the cost of the coach (if used) as well as the cost for tickets / entrance fee requiring pre-payment. i.e. not paid individually 'on the day' at the event

Individual estimates of ticket price / cost of trip will include adjustments for any discretionary ticket arrangement and / or discounted group bookings.

Costings will be based on an average number for the coach and any extra funds will be kept in the U3A social account.

The organiser of the trip is responsible for monies being paid into the social account NOT the treasurer.

The treasurer's form must be completed by the organiser within 5 days after the trip and submitted to the treasurer with receipts for all expenditure. Any claims for additional expenses incurred by the organizer should be presented separately to the treasurer.

NB - U3A's are a set up as self help groups. All members must take responsibility for the general good running of the U3A and not leave it to a few individuals to run around after them.

1st May 2010