LOSTWITHIEL AREA U3A Dated01/11/26

Paying of money for events organised by u3a activity groups

There may be occasions when advance payments for outings, activities, theatre/concert trips, workshops, etc.(the “Event") may need to be made. This procedure should be followed & seeks to:

- clearly set out each parties responsibilities
- protect Event Organisers (EO) and our u3a
- ensure checks are in place to record who’s paid

General Principles

Advance payments, if required, will be covered by the U3A once members commitments have been obtained (see below) and all individual payments will then be repaid to the U3A.

The EO is responsible for presenting evidence of payment made for an Event to the Treasurer, who will reimburse as soon as possible, & for checking payments are made from the individual Group members.

Once a u3a member has committed to the Event they are bound to make payment. A robust system must therefore be put in place by the EO to provide “written" evidence of this commitment e.g a booking form, exchange of emails etc to avoid any misunderstanding.

Logistics

The EO will keep a list of those attending and also maintain a record of payments made.

Online payment is the preferred method for members to settle direct to the u3a bank account details:

Lostwithiel Area u3a. Sort code: 30-97-28. A/c number 37301660.

Members should quote a reference indicating name/event and also send an email to the EO to advise payment has been made.

Payments may also be made for each Event by cheque payable to “Lostwithiel Area u3a” & handed to the EO. Names attending and the Event should be recorded on the back of the cheque. Cash-holding and handling is to be kept to the minimum but, exceptionally, payment may be made by cash to the EO & a receipt or email acknowledgment obtained. **NB The Theatre Group is not able to take cash payments**

For payments by both cheque/cash the member should also advise the Treasurer by email.

Once all members have paid the EO should hand over a reconciled summary list of online payments together with any cheques/cash to the Treasurer.

If unforeseen circumstances prevent a member from attending an Event, the EO or group leader may help to find a replacement Member or, if possible obtain a refund - this does not change the Members original fundamental financial obligation.

NB Any “Cash holding” is to be kept to a minimum and for as temporary a period as possible before handing over to the Treasurer. U3a insurance does provide cover up to £1000 provided this is held securely in member’s homes.

DGP 18th August 2022

Reviewed 01/11/26 by Michael Hunter