

LOSTWITHIEL AREA U3A

Paying in money for events organised by activity groups

We are a very active U3A and quite a lot of our activities involve members paying in advance for outings, activities, theatre/concert trips, workshops, etc. We need a system for doing this that protects individuals from being out of pocket, and at the same time makes it easy to check who has paid.

This is the system we propose:

Advance payments will be covered by the U3A and all individual payments will then be paid back to the U3A. If the person doing the booking (who might or might not be the Group Contact) needs to pay up front – which often happens if the booking is made online - that person will provide evidence of payment to the U3A treasurer, and will then be reimbursed as quickly as possible.

The organiser of the event will keep a list of those attending and will also keep a record of payments made. People can pay for their theatre ticket/meal/workshop/outing in one of three ways:

1. **By cash.** This should be handed to the organiser of the event in an envelope clearly marked with the name of the person paying (or the names of a couple if applicable), the amount paid and the single event for which payment is being made.
2. **By cheque.** This should be handed to the event organiser but made payable to *Lostwithiel Area U3A*. ('U3A' by itself might not be accepted by the bank, as there are several U3As in this area.) On the back of the cheque should be the full name of the person(s) attending the event and the event being paid for. (Sometimes couples pay for two people on one cheque for the same event. The individual amount payable followed by "x 2" will make this clear.) A separate cheque should be written for each event.
3. **Online.** Online payments should be made to Lostwithiel Area U3A, Sort Code 30-97-28, Account Number 37301660. The 'Reference' facility on the bank's online payment form should briefly indicate the sender and the event. Again, each event should be paid and identified separately. Having made the payment, the member will then send an email to the U3A treasurer, copied to the organiser of the event, letting them know how much has been paid and for what, indicating where double payment has been made for a married couple or two friends.

As soon as everyone has paid, the organiser of the event will hand over the cash and cheques to the treasurer, together with a list of the online payments already made. The total should match the amount paid out when the booking was made.

Any event organiser anxious about holding cash can be reassured that U3A insurance covers individuals in these circumstances up to £1000, but it is obviously better for everyone if all payments are made as promptly as possible so that the full amount can be handed over and banked.

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