



BOTLEY HEDGE END & DISTRICT u3a

POLICY IN RELATION TO TRIPS AND EVENTS INVOLVING FIXED ACTIVITY COSTS

This policy aims to allow us to comply with our obligations as a Charity.

This policy supplements Section 7 Interest Group Finances of our approved Financial Policy.

For coach trips, venue hire or activities such as boat trips, the Group Co-ordinator will set the price based on the minimum number of tickets expected to be needed to make the trip or activity viable.

In making provisional booking with third party eg coach company or venue we will find out the date by which we can change our mind and cancel without incurring any cancellation costs.

Once we have a provisional booking in place, we will invite whole membership to pay for tickets, noting that what they pay is not refundable (unless we cancel the trip or activity due to insufficient committed participants) and that the ticket must be purchased by the deadline set to allow enough time to avoid incurring any cancellation costs.

No financial commitment can be made unless funds are in place within the group to cover the commitment unless separately approved by the Committee.

If insufficient tickets are sold by the deadline the trip or event will be cancelled.

If people cannot go, then we can assist selling the ticket(s) to other u3a members after we have reached our minimum number. If tickets are sold or passed on to another member for a trip or activity the Co-ordinator needs to be advised so we know who is coming.

Tickets will be sold exclusively to club members for a period advised to our members. Then at the discretion of the organiser sold to members of other u3as.

If the trip makes a significant surplus (more than £1.00 per person) by selling more tickets than breakeven we will make a refund (whole pounds only) in cash on the day of the trip, minor surpluses will pass into our central funds.

