

JOB ROLE OUTINGS ADMINISTRATOR

THE PURPOSE OF THE POSITION

To support the Outings Co-Ordinator to put on a programme of outings for DU3A

RELATIONSHIP WITH THE COMMITTEE

Outings Co-Ordinator

Treasurer with regard to costings and financial transactions relating to outings

OUTSIDE AGENCIES

Coach companies e.g. DONS coaches

DUTIES AND RESPONSIBILITIES

New outings:

1. When advised by the Outings Coordinator of a new outing proposal, check costings with the Treasurer. If clearance is given for the outing to proceed, create a new file, using the title of the outing, in the outings section of the 'Groups' files on Beacon.
2. In Google Sheets, create a new spreadsheet for the outing by opening the blank spreadsheet, make a copy and save the copy under the name of the outing. Add essential information to the sheet including, outing title, date and cost of tickets.
3. Using the 'share' facility, share the spreadsheet with the Treasurer, the reconciliation assistant and the Outings Coordinator.
4. Where payments have to be made in advance for tickets etc. Add the details of the payment to the outing file as directed in the section 'Banking ...' below.

When an outing is released:

1. Receive booking forms and cheques or cash from members applying for places on an outing. The booking forms will arrive by post, by hand or be part of monies received with bookings made at the end-of-month meetings.
2. Open the spreadsheet and enter the name, membership number, contact telephone numbers and email address provided. Enter the amount of the cheque or cash payment and date of receipt. N.B. Where a payment is for two

or more members, divide the amount of the payment between the members named on the booking form. Finally, enter the coach pickup point (D, FH or T).

3. Where members have supplied only partial details, use the Beacon membership section to identify the member's details that are required and add these to the spreadsheet.
4. Email confirmation of receipt of booking forms and payments to the individual members.
5. If a member requires a carer to travel with them, allocate one place on the coach for the carer and contact the venue to request a ticket at carer's rate. If no concessions are available for a carer, inform the member that their carer will be provided with a free place on the coach but the admission costs will have to be covered by themselves. Advise the outings coordinator of the member's carer arrangements.
6. If applications exceed available places, add the names of those who cannot be given a place to the waiting list strictly in order of receipt of booking forms.
7. Inform the Outings Coordinator that all places have been filled as it may be possible to obtain more tickets/a larger coach.
8. Email members who are placed on the waiting list. Ask if they are willing to be on the waiting list and for their cheque to be retained (but NOT cashed) in the event that places become available at a later stage.

Banking the cheques/cash:

1. Enter each payment into the bank paying in book. Keep payments for different outings separate and ensure that only payments for one outing appear on a page. Add the name of the outing to the details on the slip to be retained.
2. In Beacon, open 'Add Transaction' under the Finance section. Enter the total received and check that the paying in date is the same as that on the bank paying in slip. Payment method is 'cheque' even if cash is included. The cheque number is the paying-in slip number.
3. Under 'detail' put the name of the outing and the paying-in slip number and change the account type to 'social'. Add the total amount banked to the section 'group membership' at the right side and finally open and find the named outings file for this trip, then press 'save'. Record the unique transaction number that comes up on the paying-in slip.
4. Open the outing spreadsheet and add the date of banking and the bank paying-in slip number to the details on the spreadsheet for each member whose payment has been banked.

Approaching the date of the outing:

1. Pay the coach invoice which will be presented 7 days before the outing.
2. Open 'Add Transaction' on Beacon and enter payment details. Ensure that the 'payment' button at the top has been checked then enter the payment details.
3. As before, complete the various sections and open the outing file before saving. Note the transaction number on the cheque stub.
4. Inform the Treasurer and reconciler of the cheque number and transaction number.
5. Follow the same procedure as above to cash a cheque for the amount agreed as a gratuity payment. Place cash to that amount in an envelope marked 'For the Driver' and arrange to pass the envelope to the Outing Leader before the day of departure.

KNOWLEDGE AND SKILLS

- Working knowledge of spreadsheets particularly Google Sheets
- Attention to detail
- Good communication skills

GENERAL COMMITTEE RESPONSIBILITIES

None

February 2020