

Lichfield u3a Charging Policy

Aims

The Policy aims to ensure that:

- the income and expenditure of each group balances
- members and groups within the organization are supported and treated fairly by the committee in all matters regarding their financial dealings
- there is **consistency**

Income

All groups will be self funding. The u3a receives income as follows.

	per member
1. Annual membership subscription	£12
2. Membership from 1 st January to 31 st May	£8
3. Dual membership (member of another u3a)	£8.50
4. Reciprocal membership	£1
5. Attendance at the General Monthly meeting	Free
6. Attendance at the General Monthly meeting for guests	£1
7. Payments from activity groups which meet on a self-run basis:	

Meetings in hired halls/rooms:

Between £1.50 and £2.50 depending on the size of the group and its overheads. Payment must be sufficient to pay for room hire charges. Monies should be submitted to the treasurer who will arrange for the room hire charge direct with the venue. An annual reconciliation will be carried out by the Treasurer and any excess funds for the group can be used to offset venue costs for the coming year. Alternatively, excess funds can be donated to u3a funds.

Walking/Ramblers groups and other outside groups:

This is at the discretion of the Group Leader and used to cover any costs that may be incurred (for mileage allowance, parking/recces, or other costs, for example: refreshments). No monies are required to be paid to u3a funds.

Meetings in homes:

At the discretion of the home owner to cover the costs of refreshments or any other costs incurred. No monies are required to be paid to u3a funds.

Meetings in public buildings (hotel lounge) and visits under u3a umbrella:

No charges other than to cover any refreshment costs directly with the venue. No monies are required to be paid to u3a funds.

Note: Insurance premiums are paid to u3a Central Office and our annual membership subscription to Central Office includes the insurance costs. To be covered by the insurance in the event of a claim, a member must have been attending an official group meeting and the required risk assessments must have been carried out prior to meetings being held. The amount of petty cash held by Group Leaders should not exceed £100.

The u3a cannot raise funds for another charity. As a fundamental part of charity law all money raised by any charity has to be spent on its charitable objectives. However, it is permissible to display a collecting box for another charity, which is clearly not a requirement for the event.

The Treasurer can only pay money out when claims are accompanied by invoices or receipts.

Visits

It is essential that Group Leaders or any person organising a visit should inform the Committee that a visit is proposed before any firm arrangements are made.

Independent travel

Members travelling independently to an event should make their own arrangements.

Shared travel by car

When members travel to a venue in another member's car each passenger should pay the owner/driver a contribution towards the cost. The suggested rate agreed by u3a is 45p per mile.

To calculate this rate please multiply the mileage for your return journey by 45 pence and divide by the number of occupants in the vehicle, including the driver.

Example: A return journey of 20 miles in a car with 4 occupants:

$$20 \times 45\text{p} = \text{£}9.00 \text{ divided by } 4 = \text{£}2.25 \text{ per person for the journey.}$$

Outings by Coach

The organiser of an outing must add together the cost of travel, entrance fees, printing, postage, pre-visits, and a suggested £25 coach driver's tip. The total needs to be divided by the number of people taking part, to determine the cost per person.

An increasing number of venues are now insisting that the money for the visits and refreshments is paid a month prior to the visit. To ensure there is enough money in the account to pay these invoices the organiser should endeavour to pay in the collected money for the visit, to the Treasurer, prior to the invoices being received and paid.

Should a member be unable to attend (e.g. for health reasons), attempts should be made to fill the place. The u3a is no longer able to refund costs once invoices have been paid. The u3a will only refund cost which can be reclaimed or not incurred, e.g. entrance charges on visits where payments are made on the actual day of the visit.

If an outing has to be cancelled due to lack of interest (or other reason), u3a will ensure that the organiser is paid expenses, e.g. pre-trip visit.

Our Insurance Policy covers Lichfield u3a and other u3a members. If there are extra places available on any trip it is acceptable to fill these places with non-members. However, they should be made aware that the insurance policy we hold covers u3a members only.

If an event has to be cancelled due to receivership or liquidation of a company (e.g. coach) u3a will not reimburse members.

Where an outing is cancelled due to external situations which are not the fault of the venue or of the coach company, the committee will assist the organiser in their attempt to recover the expenditure.

When an outing ends in credit due to more members than expected attending (or other reasons), this money will be retained in order to build up a surplus in the social activities account. This surplus will enable the account to remain in the black and also enable the treasurer to pay deposits and leader's claims for pre-visits prior to him/her receiving the trip money from the leader.

The organiser of an event should not benefit from any discount (e.g. a free place) offered by the organisation providing the event. The value of the free places should be shared out among all participants to the event.

Local Visits

On visits to local venues where members travel independently the organiser needs to ensure all costs are covered including pre-visit and postage. This type of visit may warrant a refund in certain cases. For example: when the entrance cost is a set cost for up to 40 people and the organiser costs the visit for 20 people and unexpectedly the visit is so popular that 40 people wish to attend, then a refund could be arranged in consultation with the Treasurer.

All monies collected for trips/visits prior to the visit should be paid into the Treasurer to be banked. He/she will then make all the payments required. This is necessary for the auditing of the accounts.

Expenditure

Members' payments for arranged outings should be collected by the Group Leader/Organiser and be handed in to the Treasurer.

All payments on behalf of u3a are made by the Treasurer.

Equipment

Some groups require equipment in order to operate effectively e.g. projector, amplifier, sports equipment.

Such equipment is deemed as group equipment and is the property of u3a. Items of value exceeding £100 must be recorded in the inventory and depreciated annually (at 15%). This amount is to be added to a reserve fund for eventual replacement of the items in the inventory.

Group Equipment and Grants.

All equipment owned by u3a must be made available for any member or group with a legitimate call on such items if needed in pursuance of the aims of u3a, and not deemed to be for the sole use of one particular group.

A group identifying the need for a certain item of equipment should approach grant providing organisations for grant aid. At the same time the group must inform the committee of its actions.

Note: It is far better for applications to be directly pursued by a group rather than through the committee because those more closely involved will be able to articulate the need and put forward a case for help.

As a matter of good practice, the committee needs to know of such approaches in order to co-ordinate where there may be overlap or conflict of interests.

Where such grant aid is not forthcoming the committee should be given details of requests and an application for a grant can be made.

If a grant is required, an application for grant form should be completed by the group leader and forwarded to the committee for consideration.

If the grant is approved the Group Leader should purchase the equipment and submit the receipt for payment to the Treasurer who will reimburse the monies.

Equipment, Books & Materials used by Individual Members

Members requiring items of equipment, books or materials for their sole use must provide this for themselves.

Formation of new groups

A grant of up to £100 may be applied for by newly formed groups requiring specific resources.

Printing of documents

Printing and copying of documents will be reimbursed at a rate of 12 pence item for black and white and 30 pence for colour.

Date: March 2024

Brian Emberson (Treasurer)
(Policy to be reviewed annually)