

Procedures for Paying for Social Events

A. RATIONALE

This Policy is written to address the issues concerning 'up front' payments needed to book social events, e.g. Lunch Group, Theatre, Cinema and other trips, and also specific initiatives that require 'up front' payment.

B. OBJECTIVES

1. to ensure that no member who organises such trips and initiatives becomes responsible for unreasonable personal outlay.
2. to identify a source of funding within the u3a Budget to fund initial outlay
3. to identify the personnel involved in this expenditure

C. DECISIONS

1. Any temporary advance funding necessary to pay for a social event will be provided within the MKHD u3a budget. The Treasurer will keep a record of any such advance funding with the intention that it will normally be repaid subsequently by contributions from those attending the event.
2. No member organising a trip should suffer a financial loss as a result of the failure of a member to pay their share of the cost.
3. Events and trips should be planned in such a way as to ensure that, with members' contributions, they are self-funding.
4. Members who book a place for a social event/trip are responsible for full payment, regardless of attendance, and no further bookings for a member can be made until any outstanding payments are made.
5. The Social Secretary, along with the Treasurer, will have discretion, with regard to C.4 where there are extenuating personal circumstances.

D. PROCEDURES

1. Event or trip organisers should liaise with the Treasurer for reimbursement of personal outlay (receipts to be presented). Bills are to be paid online in the first instance and invoices are to be sent to the treasurer for payment.
2. Trip organisers can, if necessary, access the MKHD u3a budget for advance payments.
3. Deposits or full payments are to be sent to the Treasurer if bills are to be paid.

4. Trip organisers should maintain a full record of receipts and payments that do not go through the Treasurer and present a final financial summary to the Treasurer annually.

E. MONITORING

The implementation of this Policy will be monitored by Finance Sub-Committee.

F. REVIEW

This Policy will be reviewed every three years

G. DATES

This Policy was reviewed by the Executive Committee on January 28th 2020 and placed on the website in February 2020.

It was subsequently updated in September 2022 and is to be reviewed by Executive Committee in October 2022.