
Finance Arrangements for Northampton U3A Events

As agreed, with minor wording alterations.

We have been asked to clarify the arrangements for payment for u3a events. Events that are arranged by the committee, an authorised sub-committee or possibly by one or more groups working together are Official u3a Events, if payments from members are collected by an individual and banked in advance of a single payment (or in some cases deposit and settlement payments) being made to the provider of the event. u3a Trips and Theatre Visits obviously come under this heading, as do the Annual Lunch and some holiday events.

Where there is an Official u3a Event, the following must happen:

The events-treasurer must be informed immediately the event is planned and must be given full detail of the schedule for collection of money and of payment. The event may or may not be generally advertised (it may be for a particular Group) but finances must be fully planned to cover costs involved.

The event must be able to be paid by a u3a cheque or bank transfer.

The event organiser must keep careful records of money received by cheque and in cash.

Money once collected must be given to the treasurer as soon as possible on collection and ALL money must be with the treasurer at least four weeks before a u3a cheque needs to be raised for the event. This is to allow for monies to be banked and cleared before the payment is raised.

The event organiser must either arrange to collect the payment cheque from the treasurer, or, preferably, must provide complete postage paperwork and instruction so that the payment can be made directly by the treasurer.

Any member who has booked for an event (and therefore whose contribution has been included in cost calculations) and who subsequently cannot attend, will not receive a refund. The member, or others on the member's behalf, may of course seek to find a replacement attendee.

The advantage of an event being run as above, is that it safeguards all involved from having to hold on to other people's money for a period of time. Also remember u3a is a charity, and so we must not plan to make a profit (though contingency may sometimes be applicable) and we must not make a loss.

There are many other events (usually within specific groups) where the above cannot apply, and these must be considered as informal events between friends. Attendees must be aware that they are not official u3a events.

Most Christmas lunches which so many groups have, fall into this category. Mostly people pay for themselves on the day; occasionally someone collects a small deposit a few days beforehand to confirm the booking, and the rest is paid by individuals at the event. The organiser may, of course, stipulate whether this self-payment is to be by card or cash.

Another example would be where a few people decide on an outing, and one person agrees to get tickets (to save everyone having to go individually to purchase them or to gain a better deal) and is then paid by the others just before or just after the purchase. A holiday where all pay the holiday company directly would be another such event.

If anyone requires more clarification on the above, or has an event which falls into any "grey area" then please do ask the Treasurers. As each Official u3a Event has to be separately accounted for within our books, it is certainly not our aim to dramatically increase the number of these, but just to provide the proper banking service for those who need it.