

APPENDIX G: FINANCIAL PROCEDURES FLOW CHART FOR TRIPS/VISITS

	PLANNING A TRIP?	
<i>NB: Check with transport company (if applicable) how payment is to be made by the Treasurer</i>	1. Complete a NOTICE of PROPOSED OUTING/TRIP form	<i>NB: Check with venue (if applicable) how payment is to be made by the Treasurer</i>
	2. Hand form to Group Coordinator or other Committee member for approval	
<i>Payment is preferred in cheque payable to 'Saltburn District U3A'/'SDU3A'</i>	3. In good time, collect monies from SDU3A members attending	<i>NB: Collectively, member contributions must cover the full cost of the outing/trip, including the usual group session fee</i>
	4. BEFORE the trip takes place, all monies collected by the Group Leader must be handed, together with the completed form, to the Treasurer	
	5. On the DAY of the trip the Group Leader must ensure they have compiled a FULL list of attending members, together with contact number (in case of delay or cancellation) and emergency contact details (in case of illness or accident)	
	ENJOY YOUR TRIP!	