

## **Guidance and Policy for organising trips/events under the Wadhurst U3A umbrella**

There are variances in the way trips are organised financially and this note sets out some guidance.

### **Policy for Refunds**

Basically there is a no refund policy however there are exceptions as follows:

1. Where a member cancels a trip but a replacement is found by them or the organiser. Whether or not the refund and new payment passes through our books is of no consequence. Often it might just be easier for the replacement member to issue a cheque in favour of the cancelling member.
2. If a member is also a member of the organisation we are visiting then either they should not pay the entrance fee or it should be refunded to them.
3. If a member cancels a trip and we do not pay an entrance fee on their behalf (either because the organisation bases charges only on the number entering or we have given sufficient notice to change the number attending) the entrance fee can be refunded.
4. If a member cannot join a trip due to ill health they are refunded the cost, providing there is a surplus on the trip sufficient to cover the reimbursement. Any member who just does not turn up for any other reason will not be refunded.

With the exception of 1) and possibly 4) above there will be no refund of the contribution to bus and guide costs. There will be no refund therefore of any costs the U3A have themselves incurred.

### **Financial organisation for trips:**

1. Best practice is to calculate the per member cost on the premise that the bus being hired might not be filled by the organiser. So for example a 30 seater bus expense might be costed on the basis of 25 members or a 20 seater bus might be costed on the basis of 16 members.
2. There will be occasions where there are discounts for large parties or the entrance and or drinks is free for the leader on the day. These

"freebies" should be passed on in calculating the base cost per member as per U3A National Policy.

3. It is generally the practice that a tip is being given to the driver (£20 or more) and possibly the guide (National Trust guidelines are that gratuities cannot be accepted). If tips are contemplated then this cost also needs to be taken into consideration.

4. If a meal or tea is being organised, and being paid by the organiser, then these costs should also be collected upfront for those wishing to take part in the arrangements.

5. After all expenses have been calculated and there is an agreed per member cost cheques in favour of Wadhurst U3A or cash should be collected by the organiser. These should then be handed to the Treasurer where the attached form should be used. Alternatively the member can pay the money straight to our account sort code 30-98-77 account number 48499968 in name of Wadhurst U3A. It is very important, in the reference section of the payment, to indicate which event is being paid for (preferably tell them to indicate the same reference you have given me). I will advise the organiser of any payments received direct to our bank account.

Finally, as a last resort, cheques (marked on the back with the event) can be sent direct to the Treasurer at Littledown Farmhouse, Lamberhurst, Kent TN3 8HD. I will advise you of any cheques received.

The method described above should ensure the avoidance of any losses although of course this can happen, hopefully only rarely. The Treasurer needs to be sent the transport invoice for settlement.

Payment of entry fees and meals can take various forms. It has been found that the easiest is for the leader to pay with a credit card and is then reimbursed before settlement of the card. An alternative is for a Wadhurst U3A cheque to be issued for a lesser amount than required supplemented with cash. Either system ensures that we only pay the amount required depending on the actual number of members attending on the day. The organiser should check though that credit cards are accepted with no additional cost.

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