


WADHURST & DISTRICT U3A TRIPS AND EVENTS: GUIDANCE ON PAYMENTS

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STATUS:	Approved and Issued
APPROVED BY:	Wadhurst & District u3a Trustees & Committee
DATE OF APPROVAL:	3 rd February 2023
SIGNED:	 <i>John O'Dwyer (on behalf of the Trustees)</i>
DESIGNATION:	Vice Chair of Wadhurst & District u3a
GROUP AWARENESS SESSION:	6 th February 2023
DATE OF NEXT REVIEW:	February 2024

NOTE: This policy should be read in conjunction with POL2.0 - Wadhurst u3a Trips and Events: A Guide for Organisers

Purpose

There are variances in the way trips are organised financially and this note sets out the current guidance for Trip Organisers and Members

Excluded from this note are events of a purely social nature where the organiser is not relying on a financial backstop from the U3A.

Financial organisation for trips:

- 1) Best practice is to calculate the cost per member based on the premise that the bus being hired might not be filled by the organiser. For example, the charge for a 30-seater coach might be costed on the basis of only 25 members, or a 20-seater bus might be costed on the basis of only 16 members.
- 2) There will be occasions where there are discounts for large parties or the entrance fee and/or drinks are free for the Trip Organiser on the day. These "freebies" should be passed on in calculating the base cost per member as per U3A National Policy.
- 3) It is common practice a tip is given to the driver (£20 or more for day trips) and perhaps a tour guide. If tips are anticipated, then this additional cost also needs to be taken into consideration. (Note: The National Trust guidelines state that gratuities cannot be accepted).

- 4) If a meal or tea is being organised, and being paid for 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 cost per member, cheques (made payable to **Wadhurst U3A**) or cash should be collected by the Trip Organiser. These should then be handed to the Treasurer together with the booking form (see Annex 1). Alternatively the member can pay the money straight to our account, details as follows:

Account Name: Wadhurst U3A

Sort Code: 30-98-77

Account Number: 48499968

- 6) It is very important, in the reference section of the payment, to indicate the name of the trip for which the payment is being paid (ideally, this should be the same reference the Trip Organiser has given our Treasurer beforehand). Our Treasurer will then advise the Trip Organiser of any payments received direct to the u3a bank account.
- 7) Finally, as a last resort, cheques (marked on the back with the event) can be sent direct to the **Wadhurst u3a Treasurer at 8 Deepdene, Wadhurst, East Sussex TN5 6EL**. Our Treasurer will advise the Group Organiser of any cheques received direct.

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

Payment of entry fees and meals can take various forms. It has been found that the easiest is for the Trip Organiser to pay with a credit card and then to be reimbursed by Wadhurst u3a before settlement of their card. An alternative is for a Wadhurst U3A cheque to be issued for a lesser amount than required, to be 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 Trip Organiser should check though that credit cards are accepted with no additional cost.

Policy for Refunds

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

- a) 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 is just easier for the replacement member to issue a cheque/payment to the cancelling member.
- b) 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.
- c) 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.
- d) 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 a) and possibly d) above, there will be no refund of the contribution to bus and tour guide costs. There will be no refund therefore of any costs the U3A have themselves incurred.

/cont'd overleaf

WADHURST & DISTRICT U3A TRIP/EVENT BOOKING FORM



Name of u3a Trip/Event:		
Date of u3a Trip/Event:		
Your Name: <i>(Please PRINT clearly)</i>		
Membership Status: <i>(Please tick ✓ as appropriate)</i>	<input type="checkbox"/>	<i>Current Member of Wadhurst & District u3a</i>
	<input type="checkbox"/>	<i>Current Member of another u3a</i>
	<input type="checkbox"/>	<i>Guest/Visitor with no u3a connection</i>
Home Telephone Number:		
Your Mobile Number:		
Your Email Address: <i>(Please PRINT clearly)</i>		
Any Special Requirements: <i>(Anything you may wish to bring to our attention – this will be kept strictly confidential)</i>		
Who should we contact in case of an emergency? <i>(For example, if you are unwell during the trip. This information will be kept strictly confidential.)</i>	<i>Please provide their name and their contact number.</i>	
Please indicate how you will be paying for the trip. <i>(Please tick ✓ as appropriate)</i>	<input type="checkbox"/>	<i>Bank Transfer (BACS)</i>
	<input type="checkbox"/>	<i>Cheque</i>
	<input type="checkbox"/>	<i>Cash</i>

Please turn overleaf to find out how to pay.

HOW TO PAY

Bank Transfer

When making a bank transfer, please use the following account details:

Name of Account: WADHURST U3A
Sort Code: 30-98-77
Account Number: 48499968
Reference: {Enter name of trip/event here}

When asked for the **Reference** please put the name of the trip or event eg Kew Gardens or Quiz Night. (Note: Please **do not** put your own name as the reference as many of our members go on multiple trips and we may not be able to allocate your payment to the correct fund.)

Cheques

Cheques for the correct amount should be made payable to **Wadhurst U3A**. On the reverse side of your cheque, please write the name of the trip or event (eg Kew Gardens or Quiz Night). Cheques may be handed in person to the Trip Organiser, the Treasurer or, for a ticketed event, to a designated sales point (eg Carillon Cottage). Alternatively, cheques can be posted to: **The Treasurer, Wadhurst u3a, 8 Deepdene, Wadhurst TN5 6EL.**

Cash

Cash payments may be handed in person to the Trip Organiser, the Treasurer or, for a ticketed event, to a designated sales point (eg Carillon Cottage).