

Visits.

To avoid a clash of events, please check with the Chairman that the date you have chosen has not already been booked for another group visit. This will also enable members to have the opportunity to attend all events. Before you make a definite booking or collect any money, please complete the appropriate Visit Information Form:

Day Information Form u3asites.org.uk/files/w/wendover/docs/grouptravelformdayvisits.pdf
or **Study Holiday Form** u3asites.org.uk/files/w/wendover/docs/grouptravelformholiday.pdf

This should be returned to the Chairman before any money is collected.

A templates for creating a booking/receipt form for members can be found at u3asites.org.uk/files/w/wendover/docs/bookingreceiptformrevised.pdf

Many groups like to use visits, for best practice and to make you aware of the cover provided by U3A insurance go to u3a.org.uk/advice/committee-responsibilities/210-social-events-and-travel

Visits and Finance

The Treasurer often gets involved in the financial aspects of outings, trips, holidays, Christmas lunches, etc. organised by groups. Historically, because these events had a more social aspect to them the Charity Commission did not take an interest in their finances so we handled them via a separate account which we refer to as the Travel Account. Although we do now have to declare the financial aspects of these activities to the Charity Commission, we choose to continue to handle them via the travel account. This is why we ask for any cheques members give us for these events be made out to Wendover U3A Travel.

If you are involved in organising one of these events, getting the figures exactly right is not always easy so it is worth adding a little extra to your estimated cost per traveller/attendee. This will cover any unexpected outlay. Any surplus after the event can always be added back to group funds

We now have the facility available of members paying for these events by debit/credit card. If you would like to offer this for your event please let the Treasurer know so that we can set up the facility.

Where the cost of the trip runs into hundreds of pounds per traveller, as for instance in the case of holidays, we prefer payments to be made directly from the traveller to the holiday company. This generally involves cheques being made out payable to the holiday company rather than to Wendover U3A Travel. Again please discuss this with the Treasurer if you need guidance.

Ask the booking clerk of your venue choice to invoice the Wendover U3A Treasurer direct (most local venues are used to doing this) and the invoice will be paid directly to the venue. Please also let the Treasurer know you have made a booking/ bookings so he recognises the invoice when it arrives with him. Payments to venues can be made via

Bacs Payment Schemes Limited (**Bacs**). The Treasurer's email address is treasurer@wendoveru3a.org.uk

Any free places should be shared between the participants.

Cheques

Where a cheque is altered in any way, the payer must initial the change. However, the bank will no longer accept ANY change to the payee.