

## Guidance for Organisers of Social Events, Day Trips, Group Bookings and Overnight Trips

**Organisers of any of these events should should first notify a committee member before starting to organise them. This is essential to prevent double booking on the calendar and to ensure that the event organiser is fully covered by insurance.**

Because we are a registered charity the treasurer has to handle money for social events (including trips organised across our U3A) in a separate account. This account in SouthwellU3A is called the 'The Social Account'. It is managed, in the first instance, by the social sub-committee. Social events organised by groups (e.g. wine and cheese parties, evenings out, Christmas lunches, etc.) should use this account **only if they need banking facilities for such activities**.

Some groups by their nature involve transport virtually every time they meet. (E.g. walking groups, museum visiting, theatre groups, etc.) These groups need not follow all the guidelines below **UNLESS** they are collecting and spending members' money. Banking facilities in this instance should be through 'The Groups Account'. (See 'Guidance to Group Leaders on Handling Money'.)

If a group, which does not usually involve significant travel, decides to make a visit using hired transport and/or there is a group payment for the visit (e.g. entrance to historic sites/gardens, bird sanctuaries, theatre tickets, etc) then the guidelines below should be adhered to. In this instance the money should pass through 'The Groups Account'. (This account is linked to the main account and has to be used in this instance as the National Guidelines deem this to be Group Study Travel). This account should also be used for travel /accommodation for overnight and longer visits organised by groups.

At present (August 2016) Southwell U3A does not organise and run any trips across the U3A that involve overnight or longer accommodation. If it were to do so in the future such trips would be deemed 'Holidays' and money should pass through 'The Social Account'.

### Outings - day duration - Coach or Mini Bus

Coach trips using a commercial coach can involve Southwell U3A in liability for large sums of money. The committee is happy to support such activities. However, permission must be sought from the committee when a group wants to organise such an event. This should be done **BEFORE** any steps are taken to organise the trip. It is important that the committee minute the trip in order to obtain insurance from the National U3A. Generally, permission will be given if we are satisfied that the organiser will follow the guidelines below.

- 1 **Outings must be self-financing**; all costs being calculated in advance.
- 2 Ideally, if a coach is used two quotations should be obtained. The booking should be provisional, and confirmed only when the 'break-even' point has been reached. Find out when the coach firm will invoice the U3A. A deposit is normally required, with the balance being payable after the trip.
- 3 The full cost of the trip should be taken from members at the time of booking. Please do not accept verbal bookings, unless followed by a cheque. A cheque must be received within 1 week to confirm the booking

- 4 Payment should be by cheque payable to **Southwell U3A –NOT** to the trip organiser. The organiser should not accept part or cash payments, except in exceptional circumstances. In the event that a member does not have a bank account then by agreement a cheque made payable to Southwell U3A from another member may be acceptable. However, if a cash payment IS made, a receipt should be given. Send the cheques to the relevant sub-committee treasurer as soon as you reach your break-even point. (See notes above about which bank account you should use.)
- 5 If your group cannot achieve the break-even point then the trip must be cancelled and all cheques returned or destroyed by agreement.
- 6 If you need to send the member a ticket or confirmation you should request a stamped addressed envelope with the booking payment.
- 7 **No refunds can be made to members who cancel their booking.** If necessary, keep a waiting list in the event of cancellations. If a member is not able to take up their booking they can sell their ticket, **through the trip organiser**, to the next name on the waiting list. If there is no waiting list, the member may be entitled to a refund of any entrance fees not paid in advance by the organiser. Coach costs cannot be refunded. If you feel that there are exceptional reasons why a particular member should have a refund, and there is no waiting list, the circumstances should be referred, in writing, to the committee's secretary for consideration by the committee.
- 8 If there is a financial surplus for the trip, any amount less than £1 per member should be passed to the treasurer for the benefit of Southwell U3A. Amounts in excess of £1 per member should be returned to the members. Refunds should be in whole pounds and any other residue should be returned to the treasurer, (e.g. If the surplus is £3.79 per member then the refund per member is £3.00 and £0.79 per member would be returned to U3A funds).
9. As soon as possible after the trip you should submit a financial report to the relevant sub-committee treasurer. This should consist of a balance sheet (form aa), and if refunds have been given (form cc) and the coach driver's tip (form kk).
10. All expenditure, should be supported by receipts/invoices whatever the method of payment.
11. A list of participants on the trip, together with their emergency contact details (form jj), should be e-mailed to the Chair and Vice Chair for use in case of accident.
12. It is recommended that trip organisers should encourage participants to carry some form of identity. The most obvious being their U3A membership card

NB Blank forms to help you organise and run a trip are available on the Southwell U3A web site (<http://www.southwellu3a.com>) These include, a group register (where you can record participants' names and the cheque received), payment slips to record passing cheques to the relevant treasurer, a balance sheet. PLEASE REMEMBER TREASURERS ARE VOLUNTEERS AND USING THE STANDARD FORMS MAKES THEIR JOB EASIER.

## Overnight trips

**NB Groups wishing to organise an overnight(s) trip for their group MUST seek the prior permission of the U3A Committee. Failure to do this may invalidate the U3A insurance.**

There are 3 ways in which such a trip can be arranged

- 1 Via a commercial Tour Operator. The trip is arranged via a travel agent/operator who will organise all aspects of the trip and provide the Tour Operator's Liability Insurance. All monies, including the deposits, should be paid by cheque to Southwell U3A, who will then pay the Tour Operator. A balance sheet should be submitted to the groups treasurer as soon as possible. Please use the standard register for collecting money and the standard balance sheet.
- 2 If accommodation only is required (transport being provided in members' cars) the U3A will act as Tour Operator, and all money should be collected from the participants using the Southwell U3A register to note payments. These should be by cheque payable to Southwell U3A as outlined above. The treasurer will issue a cheque to pay for the accommodation and a receipt should be obtained. A simple balance sheet (available on our web site <http://www.southwellu3a.com>) should be submitted to the groups treasurer.
- 3 If there is NO group booking, with members making their own arrangements for booking accommodation, and paying individually, insurance cover is given by the U3A PROVIDED THAT EVERY ASPECT OF THE TRIP IS ARRANGED INDIVIDUALLY AND THERE IS NO GROUP BOOKING OR FINANCIAL ELEMENT. **FAILURE TO DO THIS MAY MEAN THAT THE PERSON OVERSEEING AND MAKING THE ARRANGEMENTS ON OTHERS' BEHALF BECOMES THE TOUR OPERATOR AND MAY BE PERSONALLY LIABLE IN THE EVENT OF AN ACCIDENT OR CLAIM FOR DAMAGES. THIS IS THE VIEW OF THE U3A HEAD OFFICE AND IT IS ESSENTIAL THAT IT IS ADHERED TO.**

**Amended August 2016**