

## CHALFONTS U3A FINANCE FOR CONVENORS

Updated 1 December 2023

### 1. Interest Groups

Main financial contact is the Finance Officer

#### 1.1 Those that meet in free of charge venue

Please make your own arrangements for how you fund tea / coffee / biscuits / equipment

#### 1.2 Those that use a paid for room/court e.g., Chalfont Community Centre or Chalfont Leisure Centre

#### MEETING ONCE PER MONTH

If your group meets at the CSPCC or Leisure Centre once a month there is no change – you should continue to make your own arrangements for how you fund tea / coffee / biscuits / equipment etc. Please make your room booking via the Group Co-Ordinator and ensure that they are aware of any cancellations so that we are not charged for unused rooms / courts.

#### MEETING MORE THAN ONCE PER MONTH

If you meet at the CSPCC twice per month you will only incur a room charge for your group once a month. If you meet at the CSPCC weekly you will incur a room charge for each week you use the centre apart from one, which will be the free room hire.

If your group meets at the Leisure Centre your group will be allowed free court hire on one occasion per month meaning that members will need to be charged for the court hire on all other occasions, they use the centre.

Group convenors will need to work out the contribution each of their members need to make to cover the hire costs quarterly. The Finance Officer and Group Co-ordinator can help where necessary.

The Committee suggests that group convenors ensure that monies from the members of their groups are paid directly by the members quarterly (1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October, 1<sup>st</sup> January) into the Chalfonts u3a Lloyd's bank account via bank transfer. This will avoid the need for convenors to handle money for room hire. The Finance Officer will be able to keep you up to date on who has and has not paid. Alternatively, convenors may collect money from members and make a single payment into the Chalfonts u3a Lloyd's bank account. All payments should use the reference provided by the Finance Officer to enable payments to be tracked and allocated correctly.

#### GROUPS WITH PAID FOR TUTORS

For groups such as Pilates, Yoga, Tai Chi and Ballroom Dancing where a paid demonstrator is involved the group convenor should work out the contribution each of

their members need to make to cover the instructor costs for a quarter. This should also be paid into the Lloyds account. The Finance Officer will then pay the instructor by BACS each month upon receipt of an invoice. The invoice should be raised by the instructor and sent to the convenor who checks it prior to forwarding to the Finance Officer. This is a change of procedure to ensure that all our activity is in line with the finance policy of the Cu3a.

## ALL GROUPS

You should continue to make your own, separate, arrangements for how you fund tea / coffee / biscuits / equipment etc. Please make your room bookings via the Group Co-Ordinator and ensure that they are aware of any cancellations so that we are not charged for unused rooms / courts.

We are not proposing to fund room hire at other venues. This is because we get a discount both for being an organisation affiliated to the CSPCC and for making block bookings.

Please note that all groups are responsible for the purchase of any necessary equipment, consumables or materials for example rackets / balls / shuttlecocks / wool / flowers and refreshments etc.

Any questions please contact the Finance Officer [financeofficer@chalfontsu3a.org.uk](mailto:financeofficer@chalfontsu3a.org.uk) or the Group CoOrdinator [groupcoordinator@chalfontsu3a.org.uk](mailto:groupcoordinator@chalfontsu3a.org.uk)

## 2. Trips and Excursions

Main financial contact is the Treasurer

### 2.1 Member payments

These have to cover all costs: entrance, coach, coach driver tip, refreshments etc., as appropriate. Always a good idea to give members a deadline to pay.

Cost per member = ticket + share of tip + share of coach. Refreshments depends on what the arrangements are.

Preferred Member payment is by bank transfer into the Chalfonts u3a Nat West account but we do accept cheques from those members who can't/won't use online banking.

Always request a reference for any activity – this enables the Treasurer to keep the convenors up to date, track online payments, allocate accurately and supply appropriate information for audit.

Once you have confirmed the places and payments are being made the Treasurer will update you on online payments. It is the convenors responsibility to monitor all member payments and chase where appropriate.

## 2.2 Member cancellations

In the case of a member cancelling their place on a paid trip Cu3a will only refund the payment if the place is taken up by another member. Any refunds will only be made after the trip has taken place and all suppliers have been paid.

## 2.3 Invoices / supplier payments

Invoices go to the convenor to check before they are passed by the convenor to the Treasurer to pay. They will not be paid until sufficient funds have been received by the Treasurer so your timing should take that into account.

Invoices over £1,000 have to be pre-approved by a second member of the committee so please allow a day or two for that to happen.

Any driver's tip is paid in cash by the convenor and then repaid by BACS into the convenors bank account. A reasonable tip is £1/£1.50 per person.

We prefer to pay suppliers e.g., venues/coach companies etc by BACS but again will pay by cheque if we have to. It is not u3a policy for convenors to use personal cheques or credit cards to pay venues or suppliers.

We pay on invoice or in exceptional cases by email trail.

## 2.4 Deposits

Should a supplier / venue require a deposit to secure a booking in advance of the collection of member payments the convenor should contact the Treasurer in advance of confirming the booking.

## Related documentation

The following documents are available on the Cu3a website

<https://chalfontsu3a.org.uk/wp-content/uploads/2024/01/Finance-for-Convenors> to support this policy:

- Banking and payments process
- Finance for convenors

| <b>u3a</b>     | <b>FINANCE FOR CONVENORS</b>  | <b>Chalfonts u3a</b> |
|----------------|---|----------------------|
| <b>Version</b> | <b>Description of changes</b>   | <b>Date</b>          |
| 2.0            | AMENDS TO INCLUDE DEPOSIT POLICY, CANCELLATION POLICY, GROUPS USING PAID FOR TUTORS | 1 DECEMBER 2023      |
|                |   |                      |

