

WADHURST & DISTRICT U3A TRIPS AND EVENTS: GUIDANCE ON PAYMENTS

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STATUS:	Approved and Issued
APPROVED BY:	Wadhurst & District u3a Trustees & Committee
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SIGNED:	 Jane Austin (on behalf of the Trustees)
DESIGNATION:	Vice Chair, Wadhurst & District u3a
DATE OF LAST REVIEW AND UPDATE	July 2026
DATE OF NEXT REVIEW:	July 2029 (or sooner, if required)

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 guidance 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 for a tip to be given to the driver (£25 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, each member can either

(i) **Pay by BACS** with the required cost being transferred direct to the Wadhurst u3a bank account, details as follows

Account Name: Wadhurst u3a
Sort Code: 30-98-77
Account Number: 48499968
Ref: [Name of Trip]

OR

(ii) **Pay by Credit/Debit Card** in person at the monthly meeting (or any other event where the SumUp machine is available)

- 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) The method described above should ensure the avoidance of any losses although, of course, this can happen, hopefully only rarely. Our Treasurer will be sent the transport invoice for settlement using BACS.
- 8) Payment of entry fees and meals can take various forms. It is often easier for the Trip Organiser to pay with a personal credit card on the day and then to be reimbursed by Wadhurst u3a before settlement of their card. This 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 policy of “no refunds”, however there are some exceptions as follows:

- a) Where a member cancels a trip, but a replacement is found by the individual or the organiser, it is easier for the replacement member to pay the cancelling member direct.
- b) If our 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 because the organisation only charges for the number entering on the day, then the entrance fee can be refunded.
- d) If a member cannot join a trip due to health reasons, they may make a request to the Trustees for a refund of the cost. Any refunds for health reasons are at the discretion of the Trustees and based on the understanding there is a surplus in the general fund to cover the reimbursement.
- e) Any member who simply 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 (IF REQUIRED)



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

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.)

Card Payments

Card payments may be made in person at the monthly meetings or any other social event where the SumUp machine is available.