

U3A: MOSELEY, KINGS HEATH AND DISTRICT

Social Account Policy

A. RATIONALE

This Policy is written to address the issues concerning 'up front' payments needed to book social events, e.g. Lunch Group, Theatre, Cinema and other trips, and also specific initiatives that require 'up front' payment.

B. OBJECTIVES

1. - to ensure that no member who organises such trips and initiatives becomes responsible for unreasonable personal outlay.
2. - to identify a source of funding within the U3A Budget to fund initial outlay
3. - to identify the personnel involved in this expenditure

C. PROCEDURES/DECISIONS

1. Within the overall U3A MKHD budget there is a separate Social Account, which has its own cheque book held by the Treasurer. There will be a floating balance of sufficient funds maintained in this account at all times.
2. The Social Events Secretary will:
 - i. liaise with the Treasurer for reimbursement of personal outlay (receipts to be presented), and / or for cheques for either deposits or full payments
 - ii. have a paying in book
 - iii. liaise with other Social Group Leaders (e.g. Theatre) , to enable them to access the Social Account.
 - iv. plan events and trips in such a way as to ensure that, with members' contributions, they are self funding.
 - v. keep a full record of receipts and payments and present a final financial summary to the Treasurer annually.

- vi. make sure that all Members who book a place for a social event/trip are made aware that they are responsible for full payment, regardless of attendance, and that no further bookings for a Member can be made until any debt is paid
- vii. will have discretion, along with the Treasurer, with regard to point vi, where there are extenuating personal circumstances.

3. Interest Group Projects

Interest Groups may apply to the Executive Committee for financial assistance with a specific project. The group will be expected to support their application by providing a costed plan. The EC will consider each case on its merits.

D. MONITORING

The implementation of this Policy will be monitored by Finance Sub-Committee.

E. REVIEW

This Policy will be reviewed every three years. Date for Review : April 2019

F. DATES

This Policy was reviewed by the Executive Committee on April 26, 2016

It was placed on the website in May 2016.