

## Frequently Asked Questions

The questions and answers in the following tables record current recommended practice. They can also be used to assist in the implementation of new needs and consistent resolution of future queries.

In these tables 'Group Leader' includes anyone acting in a similar capacity.

Everyone who handles U3A money is asked to consider the following "it would be a far greater tragedy for someone to be suspected, incorrectly, of misappropriating funds than for someone to be found guilty of such activity".

<b>Financial Question</b>	<b>Answer</b>
Who decides which method of charging a Group is to Use?	It is the choice of the Group Leader, in consultation with members of the Group.
Can new members of a group attend a meeting before committing themselves to the Group?	Yes, they may attend a single 'taster' meeting free of charge, after which they follow the Group's charging procedure.
If a Group engages a speaker/lecturer/instructor who charges and/or claims expenses or hires equipment, can this be covered by the normal attendance charges?	Providing the Group's income remains greater than its expenditure, the occasional engagement of a speaker or hiring of equipment can be so covered up to a limit of £10.  If this is a regular occurrence, or it is a Group that is in deficit, then the Group Members must pay an additional charge to cover costs.  In either case prior Committee ratification is to be obtained.
Entrance/ticket charges to exhibitions/theatres etc, when should these be reported through the Treasurer?	If Members of the Group each pay for their own ticket directly to the venue this does not need to be shown on financial return for the event.  In all other cases the associated income and expenditure is to be shown on the financial return for the event.
Should Members pay by cash or cheque	It is always acceptable for Members to pay by cheque made payable to 'Crawley U3A'. Cash payments are acceptable for small sums, this should be discouraged for amounts above about £5
Receipts or payment associated with a Group or other activity passing through a Group Leader's bank or credit card account. How should these be handled?	It is most important that all such transactions are included on the corresponding financial return to the Treasurer  The two present practices of Group Leaders using personal cheques to cover income from meetings and using their credit card for tickets bought in advance are satisfactory.

<b>Financial Question</b>	<b>Answer</b>
Cheque receipts held by Group Leaders, when should these be passed to the Treasurer?	Cheques should be sent to the Treasurer as soon as reasonably possible (normally within two weeks of receipt) to ease cash flow and to reduce the risk that they are not honoured (for example because the issuer has since changed accounts or died).
To whom should cheques be made payable	Cheques for all Crawley U3A events and activities are to be made payable to “Crawley U3A”

<b>Non Financial Question</b>	<b>Answer</b>
What is covered under the U3A's Insurance	All local U3As who have paid their annual membership subscription to the Trust have the benefit of a nationally organised Public & Products Liability Insurance. See the Third Age Trust note 'U3A Liability Insurance' April 2005 for details.
Is it permissible for a non-member e.g. spouse of a member, to attend an outing	If this is a 'one-off situation there is no problem but it is not acceptable for the same non-member to regularly attend U3A events.
If somebody wants to try a couple of U3A activities prior to deciding whether to join, is it allowable under our insurance cover	Yes it is providing somebody is monitoring the situation to ensure the attendance as a non-member does not continue indefinitely.