

# Garforth, Kippax and District U3A

## Interest Group payments to our U3A account

Some of our groups, Garden Visits, SciTech and Theatre Visits for example, regularly need members to make payments for the cost of visits and we ask that such payments be made directly into our u3a account which may then act as a safe repository for the money and our Treasurer can make a single payment to the service provider when an invoice is received. We do ask that sums of money for u3a activities be not paid into or kept in members' personal bank accounts.

However, this can cause some problems for both the Treasurer and the Convenors concerned:

1. It's not always easy for the Treasurer to identify and pick out relevant payments from amongst all the transactions which he can see on our account online.
2. Discrepancies have occurred between a Convenor's understanding as to who has paid or intends to pay, and the actual payments received by our Treasurer.

So, we would like all group Convenors, group members and our Treasurer to please implement a few basic rules when using this facility.

### Convenors:

**A: Please ask** your members to pay the required amount into our u3a account by one of the following methods:

#### To pay by bank transfer

Our Lloyds account details are:

Name Garforth Kippax & District U3A

Sort Code 30-99-50

Account No. 21592468

Important for bank transfers: Please ensure that members adhere to the following format of the reference text relating to the payment –

Visit + initial + surname

Example:

Assuming a trip to Castle Howard and abbreviating to fit the available text: Casthow M.Johnson

Or if a member is making a payment for two people then: Casthow M.Johnson P.Rhodes

#### To pay by cheque

Ask members to send to the address below a cheque made payable to Garforth, Kippax and District U3A.

John Arnott,

34 Hazelwood Avenue,

Garforth.

LS25 2AW

Important for cheque payments: Please write on the back of the cheque the visit being paid for and the name or names of the members for whom the payment is being made.

Example:

Castle Howard

M. Johnson

P. Rhodes

Our Treasurer may then more easily identify the payments for a particular visit and supply the Convenor with an accurate list of payers.

**B: Set your** members a deadline for receipt of payments by the Treasurer allowing enough time for the payment of the invoice to be made by the date required by the service provider.

Ask your members to inform you when they have made a payment and keep a list of the names.

### **Treasurer**

When the above deadline has expired, please send the Convenor a list of all those for whom payments have been received so that the Convenor may compare this with their own list and identify any discrepancies.

Arrange with Convenor who requires payment and request sight of invoice if applicable prior to making payment.

Make the Convenor aware that any payment from the account has to be counter signed by one of two other signatories on the account prior to monies being released, so ask in good time.

### Related Documents:

GKD U3A Financial Controls & Procedure Policy -2-2024

Policy adopted: WIP only: 2022

Policy review date: 2023 not completed

Policy amended & Re-issued: February 2024

Policy review date: February 2025