

Garforth, Kippax and District U3A

Interest Group payments to our U3A account

Some of our groups, Activity 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/Financial Team can make a single payment to the service provider once 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 Financial Team 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 can be seen 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 Financial Team.

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

Convenors:

A: Please provide, via the generic email address: treasurer@garforthkippaxu3a.org.uk, the following details, prior to the monies being expected to arrive:

Your group name & name of activity / visit / performance

A list of expected members likely to be attending & therefore making payment

The Ref you have decided on, the cost and date you expect all to have paid by, or date of your visit.

B: 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 –

Their initial + surname + given visit ref

Example:

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

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

To pay by cheque

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

c/o U3A Financial Team, 22 Highfield Drive, Garforth. LS25 1JZ

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

Example: M. Johnson & P. Rhodes, Castle Howard

Our Financial Team may then more easily identify the payments for a particular visit and confirm with the Convenor against an accurate list of payees.

C: Set your members a deadline for receipt of payments by the Financial Team 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.

D: when submitting the final invoice for payment please complete our GKD Invoice (using your sequential numbering) and submit this with your invoice from the venue. Please explain on our invoice any discrepancies between monies collected and venue invoice value, for our audit procedures. **Thank you.**

Treasurer/Financial Team

Once the above information in A above has been received, fill in the relevant spreadsheet for visits. As monies have been deposited, complete the relevant spreadsheet, this may mean checking the online rolling bank statement, frequently.

Confirm to the Convenor who requires payment and request the completion of our GKD Invoice along with sight of invoice, 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 they need to submit forms in good time.

Related Documents:

GKD U3A Financial Controls & Procedure Policy-6-April 2026

GKD U3A Invoice-2-April 2026

GKD U3A Procedures for use of Invoice-2-April 2026

Excel spreadsheets: Theatre Trips from 2025 & Activity Group Excursions 2026 onwards

Policy adopted: WIP only: 2022

Policy review date: 2023/24

Policy amended & Re-issued: February 2024

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Policy amended & Re-issued: April 2026