

Registers, fees and expenses 2024

- A basic meeting fee of 20p , set by the Committee, is payable at every group meeting. This fee goes into general funds to help meet the central administrative costs of running our u3a.
- Separately from the 20p fee, groups should normally cover the cost of any hall hire. If there is a problem, or you suspect that hire costs are not being covered, contact a Committee member.
- A prospective new member of the group, or of the u3a, can attend one 'taster' meeting free.
- If the group meets in members' homes the hosts do not have to pay the meeting fee.
- A record of attendance and meeting fee payment should be taken every date the group should meet (i.e. 12 times a year for monthly groups: up to 52 times a year for weekly groups). If a scheduled meeting is cancelled for any reason (e.g. bank holiday) the date should be recorded as 'nil attendance'. This enables the Treasurer to maintain accurate accounts for scrutiny. *Please note that this applies also to groups who pay their group fees in advance for the year, even if there is no new income for any particular later session.*
- Routine incidental charges to cover group expenses, such as photocopying, must be agreed and shared by the group (maximum 10p per photocopy).
- Ad hoc administrative expenses incurred by the leader in running the group (e.g. postage; telephone calls) may be reimbursed by the Treasurer. Please complete the appropriate claim form and include all receipts. If there is any doubt about these expenses, please ask the Treasurer before making a purchase.
- Social meetings planned instead of a scheduled meeting incur the normal meeting fee (even if the date is changed). However a social event planned in addition to the scheduled meeting dates requires no fees or registration.
- Meeting Fees should be paid in to the Treasurer, by BACS or by cheque (payable to Ledbury and District u3a) at least quarterly, (Oct: Jan: Apr: July/15 Aug latest) together with a record of attendance, using the provided form. Cash may be submitted. A receipt and new payment form will be issued.
- You should never hold more than £50 cash for your group. Never open a bank account for u3a purposes: never put members' money in your personal account. For larger sums always give receipts and avoid cash where possible.
- New members joining your group should, if possible, present their current membership card. If you have any doubts as to their membership being currently valid,

contact the Membership Secretary to get this checked. Offer a renewal form if the person has forgotten to renew.

- Payments for refreshments should cover costs and be non profit-making and should be agreed by the members.
- Leaders cannot be paid for their services.
- Where members share cars, the passengers may (at the driver's discretion) contribute towards fuel costs. The total for all in the car should not exceed 45p per mile.

Revised October 2024