

Guidelines for using Main Account for Educational Trips organized by individual groups

- A. Cheques to be made out to Wyre Forest & District U3A and cash to cover the cost of any trip must be paid into the Main Account via the Treasurer.
- B. All invoices for any trip must be paid with a Main Account cheque obtained from the Treasurer with due notice.
- C. A detailed account of numbers attending a trip should be given to the Treasurer.
- D. Any large surplus from any trip should be paid back as a refund to those attending.
- E. Any small surplus can be used to benefit those on the trip, eg bottled water, crisps, sweets etc.
- F. Any surplus funds from an organized visit should remain with the organizing Group.
- G. Any deficit from a visit must be borne by the organizing Group.

Committee approved: 26/09/2016