

DACORUM

University of the Third Age, Dacorum

Handbook for Co-ordinators

Issue 9

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CONTENTS

Important Information – Page 3
Section Details – Page 4
Contact email addresses Page 36
Amendment Record Page 38 - 9

Section 1 Financial Procedures group meetings Page 5 to 11

F1 Meeting Fees – Home
F2 Meeting Fees - hall or room
F3 Non Home or Hall Groups
F4 Changing Venues
F5 Paid Tutors and Speakers
F6 Group Finances
F7 Financial Year end Accounting
F8 Expenses
F9 Group Grants
F10 Group Fund-raising
F11 Charity Collections
F12 Group Meals

Section 2 Financial Procedures Coach trips and Group outings Page 12 to 18

U3A Coach Trips Essential Information
FO1 Coach Trips General Conditions applicable to all coach trips
FO2 Coach Trips Method 1 Calculating Ticket price when all available seats are expected to be sold
FO3 Coach Trips Method 2 Calculating Ticket price when the number of seats likely to be sold is uncertain.
FO4 Coach Trips Break even point
FO5 Outings – more than one day duration
FO6 Continental Outings
FO7 Outings – Accounts
FO8 Outings - Advance Payments
FO9 Outings - Private cars

Section 3 Group Procedures Page 19 to 26

P1 Accommodation – Homes or Halls
P2 Registers
P3 Group Numbers, Attendance and Waiting Lists
P4 Course Content
P5 Resources – Dacorum U3A
P6 Resource Centre – The Third Age Trust
P7 Assistant Co-ordinator
P8 Meeting Dates
P9 Groups Liaison Officer and U3A Officers
P10 Queries
P11 Disruptive Group Members
P12 Refreshment Rota
P13 Outings General
P14 Insurance
P15 Co-ordinators meetings
P16 The Digest
P17 Members e-mail list
P18 Study / Special Days
P19 Less able members
P20 Discrimination
P21 Accidents
P22 Health and Safety

Section 4 Grants Page 27 to 29

Grant Application for Books and Materials
Grant Application for Speakers
Grant Application Hall Hire
Grant Application - Educational Courses

Section 5 Forms Page 30 to 37

Form 1 Committee and Co-ordinators Expenses
Form 2 Groups Income and Expenditure
Form 3 Balance sheet for Trips
Form 4 Advance Payment / Cheque Request
Form 4a Trip Refund Cheque request
Form 5 – not included
Form 6 Group Outing Cheques Received
Sample Register
Accident Report Page 37

IMPORTANT INFORMATION

- 1) U3A (Dacorum) is a registered charity and the Charity Commissioners put a duty of care on individual members of the Committee to ensure that all monies collected from members on behalf of the U3A is correctly accounted for.
- 2) Towards this end your Committee members are trustees of U3A (Dacorum) and are legally responsible for its financial operation.
- 3) As Trustees they are responsible for the careful, proper and consistent management of **ALL** of U3A Dacorum's finances. For this reason the coordinators handbook has been developed so as to protect both individual members, including coordinators, and the Trustees
- 4) All Co-ordinators **must** follow the set procedure in Section 1 and Section 2 using the appropriate forms to send group income to the Treasurer ensuring that meeting monies do not build up.
- 5) All monies collected at group meetings, coach trips or other activities immediately become part of U3A Dacorum central funds to be used for the benefit of the members of U3A (Dacorum) as a whole, not for individual groups which may have collected the monies. Any exceptions to this must have prior Committee approval.
- 6) Although the organisation and content of a group is very much at the discretion of individual Co-ordinators this discretion does not apply to financial matters.
- 7) No individual member, or coordinator, has authority to vary or to act outside of the rules laid down by the Trustees as stated in the Coordinators Handbook.**

This Co-ordinators' Handbook is in five sections:

Section 1 Financial Procedure - Group meetings and expenses – Mandatory.

Section 2 Financial Procedure - Coach trips and Group outings – Mandatory.

Section 3 Group Procedures.

Section 4 Grant Application procedures – Mandatory.

Section 5 Sample forms and returns.

Further copies of The Co-ordinators' Handbook can be downloaded from our web www.u3adacorum.co.uk

All forms used by coordinators can be downloaded from our web www.u3adacorum.co.uk

Or by post from the Membership Secretary – address in the Digest

Information for new and potential Co-ordinators on starting a group can be found in the booklet “**How to start a Group**”. Copies can be obtained from the Membership Secretary or Groups Liaison Officer or downloaded from our web www.u3adacorum.co.uk .

Section 1 Financial Procedures

Group meetings and expenses - Mandatory

F1 Meeting Fees – Home

- ❖ A fee of 50p (or other amount set by the Committee) per person is to be collected at all meetings.
- ❖ No Fee is charged when a group arranges an outing where members pay an entrance fee, or travelling costs are involved.
- ❖ Up to 25p per member can be deducted to cover the costs of refreshments served at meetings. This should be passed to the Host at the house where the meeting takes place and recorded using the **Group Income / Expenditure {form 2} section 4**.
- ❖ By the prior agreement of the Committee an extra fee may be collected to cover the cost of a Tutor or special materials used by a group. **See P5 Lecturers and P14 ref Insurance**
- ❖ To comply with the U3A Public Liability Insurance, potential U3A members are permitted to attend a maximum of two group meetings, paying the current group fee, before joining the U3A and paying the Annual Subscription See P14 Section 3 re Insurance.

F2 Meeting Fees - Using a rented hall or room

It is desirable that the average meeting income less refreshment costs is sufficient to cover the rental charges for the proposed hall. However there are circumstances where this is not possible and the Committee may agree to underwrite the shortfall.

Discuss with the GLO if you are in this situation.

- ❖ A minimum fee of £1.50 per person (or other amount set by the Committee) is to be collected at all meetings in Halls. The Committee reserve the right to increase this amount to selected groups as a contribution toward hall rental or other costs.
- ❖ No Fee is charged when a group arranges outings where members pay an entrance fee, or travelling costs are involved. This will not apply to groups which fall within Item F3 below.

- ❖ By the prior agreement of the Committee an extra fee may be collected to cover the cost of a Tutor or special materials used by a group. **See P14 ref Insurance**
- ❖ The actual **costs of the materials used for refreshments** (not 25p per member) served at meetings should be deducted from the meeting fees using the **Group Income / Expenditure {form 2}** section 5 for a sample.
- ❖ To comply with the U3A Public Liability Insurance, potential U3A members are permitted to attend a **maximum** of two group meetings, paying the group fee, before joining the U3A and paying the Annual Subscription. See P14 Section 3 re Insurance
- ❖ If a normally home meeting group wish to rent a hall for a one off meeting the Committee may be happy to support this by prior agreement. Attending group members will pay the usual hall meeting fee. The rental cost will be met by the U3A subject to consultation with the GLO. The Hall Bookings Organiser (HBO) / GLO can advise on suitable accommodation. The Co-ordinator may be asked to advertise the meeting to offset the rental charge.

F3 Non Home or Hall meeting Groups

- ❖ Some groups hardly ever meet in members homes or in Halls, consequently such groups have no income, The Committee will look at each group and should any group in this category have more than very modest expenses then the Committee reserve the right to request that an attendance fee be collected from members at each meeting, and the usual returns are made to the Treasurer. Discuss this with the GLO.

F4 Changing Venues or cancelling a meeting

- ❖ The Co-ordinator may at some time wish to seek a new hall for group meetings. As this could involve an increase in rental charges it is important that it is discussed with the Groups Liaison Officer (GLO) and approved before proceeding. The Halls Bookings Organiser (HBO) and GLO have lists of available halls.
- ❖ It is desirable that the average meeting income less refreshment costs is sufficient to cover the rental charges for

the proposed hall. However there are circumstances where this is not possible and the Committee may agree to underwrite the shortfall. Discuss with the GLO if you are in this situation.

- ❖ Do not enter into a personal agreement for the hire of a hall; send all Rental Agreements to the GLO, or Hall Bookings Organiser (HBO)
- ❖ Notify the Hall, Treasurer and GLO if it is necessary to cancel a meeting to avoid cancellation charges

F5 Paid Lecturers, Tutors and Speakers.

- ❖ By prior agreement the Committee will contribute or pay reasonable fees for Guest speakers in the form of a grant. Application should be made to the GLO in advance of the event, At the same time specify if the speaker requires a donation to a charity in lieu of a fee.
- ❖ If the Co-ordinator prepares a forward plan of speakers and costs, the Committee via the GLO will be happy to consider funding the programme.
- ❖ Should the lecturer waive their speaking fee in favour of a donation to their favourite charity, please ask the Treasurer for a cheque payable to the Charity, and at the same time informing the Treasurer that the speaker has requested this action **As a registered charity we are bound by strict guidelines regarding payments**
- ❖ The same speaker cannot be used at several consecutive meetings as they could be construed as employees – discuss with the Treasurer and GLO
- ❖ **Speakers / Tutors who are fully paid up members of any U3A cannot be paid a fee, only reimbursed their expenses**

F6 Group Finances

- ❖ In the spirit of the U3A movement, fees paid by members at any U3A meeting or activity become part of the U3A (Dacorum) General Funds, to be allocated by the Committee for the benefit of our U3A as a whole.
- ❖ All group income, less refreshments and normal expenses is to be paid to the Treasurer on a regular basis by cheque

using **Group Income / Expenditure {form 2}** see Section 5 for a sample.

- ❖ Surplus funds are **not** to be retained by individual groups against future group expenditure, reduced meeting fees or used in any other way.
- ❖ The grant approval procedure for obtaining additional supplies or equipment, which may be needed by groups, is shown in Section 4.
- ❖ In the case of a group closing down, all funds in hand less agreed expenses must be passed to the Treasurer.
- ❖ The GLO and the Treasurer are able to discuss the financial details of an individual group with the Group Co-ordinator
- ❖ By arrangement Co-ordinators and members are welcome to see our Financial Accounts and supporting details **after they have been audited**

F7 Year end March 31st Accounting

- ❖ In order that our accounts can be finalised by the Treasurer all monies held by groups and expenses to be claimed must be accounted for to the Treasurer within **two weeks** of the end of the financial year (31st March) using the appropriate forms (see section 5).
- ❖ All groups will have had some income and expenditure during the year if procedures are followed and groups which nominally have no income **must submit forms** even if it shows nil income and expenditure.

F8 Expenses

- ❖ At each home meeting up to 25p per member can be deducted to cover the costs of refreshments served at meetings. This should be passed to the Host at the house where the meeting takes place
- ❖ At each Hall meeting the **actual cost** (*not 25p per member*) of the materials used for refreshments can be deducted from the income.
- ❖ Refreshment costs for all meetings should only include tea coffee milk biscuits etc, not wine or other celebration materials.

- ❖ If the group wish for anything other than the standard refreshments, i.e. to celebrate Christmas etc, the cost must be borne by the group members.
- ❖ Co-ordinators should not be out of pocket. The costs of **minor** expenses arising from group activities, such as telephone calls, small quantities of photocopies, postage, etc., should be deducted from the meeting fees.
- ❖ Groups which do not collect a meeting fee (see F3) will be expected to have normal minor running costs i.e. telephone, postage, stationary etc. These expenses should be claimed from the Treasurer at suitable intervals on the appropriate forms, not collected in the form of donations from group members.
- ❖ The cost of computer printing is a legitimate expense and a cost per copy can be obtained from the GLO or the Treasurer
- ❖ The balance with details of amount deducted and receipts if possible is to be forwarded to the Treasurer at intervals no longer than three months, preferably by cheque. Using **Group Income / Expenditure {form 2}** see Section 5 for a sample.
- ❖ If a large number of photocopies are required you should contact the Secretary and use the U3A photocopier (these are provided free of charge to groups).
- ❖ Large or special expenses **must not** be deducted from group income but should be claimed giving full details; enclosing receipts using the **Expense Claim {form 1}** see Section 5 for a sample.
- ❖ Should the group decide they wish to send flowers or cards to a member this should be paid for by the members not taken from group income and claimed on expenses.

F9 Group Grants

Financial grants are available from the Committee via the GLO for the following purposes.

- ❖ To provide specialised books, DVD's videos etc. for the benefit of the group
- ❖ Grants for books may be 100% for a single book used by the tutor in which case they become the property of the U3A or a

discretionary percentage of the book cost where the member retains ownership.

- ❖ For the Co-ordinator to attend an appropriate course which may benefit the group.
- ❖ By agreement, the Committee will contribute or pay for Guest speakers see section F5.

Procedures are set out to speed the Grant process. **See Section 4**

F10 Group Fund-raising

- ❖ If a group wishes to raise funds by selling goods or holding raffles at their Group meetings all proceeds must be passed to the Treasurer for the benefit of the U3A as a whole not retained for group use.
- ❖ Subject to the Co-ordinators agreement group members may sell surplus items to members of their own group at group meetings. The proceeds of such a sale may be retained by the seller if wished or passed to the Treasurer for the benefit of the U3A.

F11 Charity Collections

- ❖ The Committee is unable to support Charity collections in any form at home or hall group meetings or at our Monthly meetings.

F12 Group Meals

- ❖ Many groups have an annual lunch, allowing group members and often their spouses or partners to meet socially. The normal way is for members pay individually on the day, or members pay the Co-ordinator who then pays the venue.
- ❖ The organisation of such activities is a private activity between the members and the Co-ordinator and is outside the scope of this handbook.
- ❖ Should the venue require a cheque in advance or on the day and if the Co-ordinator is unwilling to use a personal cheque or Credit Card, it may be possible by **prior arrangement** for the Treasurer to supply a U3A Dacorum cheque in exchange for and only to the total value of the individual personal cheques.

- ❖ This is a service to our members and does not indicate U3A Dacorum's approval or involvement in the activity and is outside of the requirement of item 5 page 3.

Section 2 Financial Procedures
Coach trips and Group outings – Mandatory

U3A Coach Trips Essential Information

Coach trips have a potential to make a financial loss or an excessive surplus.

The guiding principles behind this section of the handbook is

- 1. That no trip shall run at a loss**
- 2. That no trip shall create a surplus greater than 10% of the coach cost and tip (apart from minor rounding up to the nearest 10p per passenger). This has always been the intended effect of our pricing policy but not explicitly stated in previous editions of this document.**

There are two different ways of running and costing a coach trip available to Co-ordinators

Method 1 (see FO2 page 14) this is used when all available seats are expected to be sold or when it is certain that you will reach the break even point of your chosen size coach, including Community Wheels Mini Bus. This method can involve contacting other groups and / or advertising to meet the numbers needed to avoid cancellation

Method 2 (see FO3 page 14) this is used when only a proportion of the available seats are expected to be sold. This method involves taking a deposit of approximately 50% for each seat booked and should be used when group members agree they want to go on the trip almost irrespective of the seat cost or the organiser wishes to avoid possible cancellation from using Method 1.

Organisers should choose ONE of the above costing methods

FO1 Coach Outings

General Conditions applicable to all coach trips

Coach trips using a commercial coach can involve U3A Dacorum in being liable for large sums of money. The Committee is happy

to support such activities. However permission must be sought the first time a group organises such an event. You should discuss this with the GLO, who will refer it to the Committee before committing yourself. Generally permission will be given if we are satisfied that the organiser understands and will follow the set procedure.

Select the type of costing that will be used either Method 1 or Method 2.

- ❖ If one or two ordinary Group members organise a trip, the Co-ordinator is still ultimately responsible and should ensure that they are given a copy of these conditions and that they are followed.
- ❖ Outings must be self-financing, all costs being calculated in advance to the appropriate formula.
- ❖ If the system is followed it will be impossible for U3A Dacorum to lose money or the trip to make an unnecessary surplus.
- ❖ It is normal practice that the organisers of group outings pay for their own and partners coach fare and entry fees. If an organiser feels there may be special circumstances where this is not the case they should contact the Treasurer or GLO who will ask the Committee to give an individual ruling
- ❖ Organisers should not deliberately set out to exceed the maximum surplus of 10% of the coach cost and tip, apart from minor rounding up to the nearest 10p per passenger
- ❖ If a coach is used two quotations should be obtained.
- ❖ The coach and / or venue booking should be provisional, and only confirmed when the “break-even” point has been reached, see FO4 for examples of break even numbers.
- ❖ Notify the Treasurer the date of the trip and which coach firm will be used.
- ❖ Ensure that the invoice is passed to the Treasurer as soon as it is received.
- ❖ To comply with the U3A Public Liability Insurance Non U3A members (Spouses friends etc) are permitted to attend a maximum of two outings before joining the U3A and paying the Annual Subscription.

- ❖ The full ticket cost of the outing or the agreed 50% (if using Method 2), must **be taken from members at the time of booking.**
- ❖ Do **not** accept verbal bookings
- ❖ This shall be in the form of a cheque payable to U3A Dacorum, **NOT to the trip organiser.**
- ❖ The organiser **should not** accept cash payments. In the event that a member does not have a Bank Account then by agreement a cheque made payable to U3A Dacorum, from the Organiser or another member may be acceptable.
- ❖ Send the cheques, **not cash**, to the Treasurer as soon as you reach your break even point using **Group Outing or Event Cheques Received {Form 6}** see section 5 for a sample.
- ❖ If your group cannot achieve the break even point then the trip must be cancelled and all cheques returned (see FO4 for examples of break even points). If it appears that the trip may be cancelled, discuss it in good time with the Treasurer and GLO as there may be an alternative
- ❖ If you need to send the member a ticket or confirmation you should request stamped addressed envelopes with the booking payment.
- ❖ No refunds are to be made to members who cancel their booking. If however a member is not able to take up their booking they can sell their ticket to the next name on your waiting list if you have one.
- ❖ If there is no waiting list the member may be entitled to a refund of any entrance fees not paid in advance by the Co-ordinator. Coach costs cannot be refunded.
- ❖ If you feel that there are exceptional reasons why a particular member should have a re-fund, and there is no waiting list, the circumstances should be referred, in writing, to the Secretary for consideration by the Committee.
- ❖ A **Balance Sheet {form 3}** see section 5 for a sample, must be completed for all trips.
- ❖ Any financial surplus made on the trip is to be passed to the Treasurer for the benefit of the whole of our U3A, not returned to the passengers (except as below) or retained within the group.

- ❖ In the event of an error in the calculations, or included admission charges change and/or the surplus is too high there maybe occasions when a small cash refund should be made to passengers on the day,. **The organiser must discuss this with the Treasurer who will explain the correct procedure.**

FO2 Coach Outing Method 1 - Calculating Ticket price when all available seats are expected to be sold.

This method should only be used if all available seats are expected to be sold and you are confident that as a minimum you will reach the break even point of your chosen size coach. It may not be suitable for all groups, if correctly followed it will ensure group members pay the lowest price possible and the surplus will be within 10% of the coach cost and tip.

- ❖ If the outing uses a commercial coach of any size (including Community Wheels), add an appropriate sum for the driver's tip, say £10 to a maximum of £25 (this should be dependant on the hours and distance driven) to the hire charge, plus any additional costs e.g. Guides etc. not in entrance fees, then add 10% to this total. Finally add any entrance fees at cost if they are to be paid in advance, all rounded up to the nearest 10p per passenger.
- ❖ Ticket price to members equals Cost of coach, plus tip and additional costs (if any), plus 10%, divided by the total number of seats on the coach, plus any entrance fees if they have to be paid in advance. The resulting total should be rounded up to the nearest 10p per passenger.
 - ❖ To avoid loss try to pay for entry fees on the day so you do not pay for empty seats or for members who purchased a place but fail to turn up.

FO3 Coach Outings Method 2 - Calculating Ticket price when the number of seats likely to be sold is uncertain.

- ❖ This method is the preferred alternative to F12 for many groups, if correctly followed it will **ensure group members pay the lowest price possible and the surplus will be within 10% of the coach and tip**

- ❖ When calculating the final seat price the organiser should add an appropriate sum for the driver's tip, say £10 to a maximum of £25 (this should be dependant on the hours and distance driven) to the hire charge, plus any additional costs e.g.. Guides etc. not in entrance fees, then add 10% to this total. Finally add any entrance fees at cost if they have to be paid in advance. The resulting total should be rounded up to the nearest 10p per passenger.
- ❖ **Why Method 2 FO3 may be the best option.** There are occasions when a group organises an outing and group members agree that they want the outing to take place irrespective of being able to reduce the cost by selling tickets to non group members.
- ❖ The organiser is fairly confident that some non group members would like to attend – but not sure how many and the Co-ordinator is prepared to sell tickets to U3A non group members.
- ❖ **A pricing example:** If there are, around 20 or more members proposing to hire a full size coach for around £400, then members are told in the first instance that the cost could be between £12 and £22.
- ❖ A deposit of £10 – or approximately 50% of the coach cost is taken from each member who wants to go – by means of a cheque payable to U3A Dacorum. This is non refundable unless the trip is cancelled.
- ❖ At a set point in time there is a count up and the ticket price is calculated based on the number of deposits at that time - members are asked for the balance, or if too few members want to go and the price gets excessive the trip is cancelled
For example £400 for a 49 seat coach plus £15 tip plus 10% = £456.50
Ticket price 25 passengers = £18.30, 30 passengers = £15.30
40 passengers = £11.50, 49 passengers = £9.40
- ❖ If after the ticket price has been fixed, more tickets are sold the organiser should discuss with the Treasurer if it is appropriate to give passengers a cash refund on the day to reduce excessive surplus.

FO4 Coach Outings Break even point

- ❖ If a group cannot sell sufficient tickets to meet the break even point the trip must be cancelled and the cheques refunded. However advertising at monthly meetings or via the email list will usually sell the remaining seats.
- ❖ Break even point examples (i.e. 90% of the total seats sold)
 - 27 tickets sold on a 32-seat coach
 - 44 tickets sold on a 49-seat coach
 - 47 tickets sold on a 53-seat coach

FO5 Outings / Holidays – more than one day duration

- ❖ Financial arrangements must be approved by the Treasurer
- ❖ The service of a Bonded Agent or Travel Company is mandatory
- ❖ Payments for such trips must **not** be made to U3A Dacorum, but directly to the Bonded Agent.
- ❖ All members must have appropriate personal Travel Insurance which is not the same as our U3A liability insurance

FO6 Continental Outings

- ❖ Special conditions apply to all overseas / continental day trips which require an extension to our U3A liability insurance. Contact the Secretary for information.

FO7 Outings - Accounts

- ❖ As a registered charity it is essential that all moneys are correctly accounted for.
- ❖ Whenever money received from members has been spent on an outing, a **Balance Sheet for Trip / Event {form 3}** see section 5 for a sample, must be completed. This must be submitted to the Treasurer immediately after the event, giving full details and including all receipts and invoices, showing any surplus to U3A funds. Please note this is not used for claiming expenses but is a financial statement.
- ❖ Include your Group ID number on all returns
- ❖ Invoices from coach firms are to be passed to the Treasurer for payment. Other expenses incurred should be claimed on the **Expense Claim {form 1}** see section 5 for a sample.

- ❖ No expenses will be paid by the Treasurer without all relevant receipts and invoices. If no receipts were issued then explanatory information in writing must be given.
- ❖ The financial surplus made on the trip is to be passed to the Treasurer for U3A general funds, not retained by the group or returned to the passengers except by the agreement of the Treasurer.
- ❖ If an agreed refund is to be made it should be claimed on **Trip Refund Cheque Request {Form 4a}** see section 5.

FO8 Outings - Advance Payments

- ❖ If advance payments are needed authority must be obtained in advance from the GLO or the Treasurer before a commitment is made.
- ❖ All requests for cheques for advance payments must be made in writing to the Treasurer giving full details and your considered opinion of the likelihood of selling all of the advanced paid items using the **Advance Payment / Cheque Request {form 4}** see section 5 for a sample.

FO9 Outings - private cars

- ❖ If private cars are used it is suggested that the drivers should be offered a **contribution towards the fuel costs** of the journey. This should be the approximate cost of the fuel used plus any parking charges split between the driver and passengers. Other costs such as tyres, insurance, wear and tear etc should not be included in the calculations.
- ❖ Some Co-ordinators estimate and set the contribution at the start of a journey.
- ❖ It is the driver's responsibility to check that their car insurance allows them to accept a payment towards fuel costs.

Section 3 Group Procedures

The organisation and content of a group is very much at the discretion of the individual Co-ordinator. However the financial operation of the U3A groups is to be followed as set out in Sections 1 and 2 **please read all sections**.

Information on starting a group can be found in the booklet "How to start a Group. Copies can be obtained from the Secretary or on our web site www.u3adacorum.co.uk.

P1 Accommodation – Homes or Halls.

Many group meetings are held in members' homes. If this is not possible for any reason contact the Groups Liaison Officer (GLO) who will be able to suggest suitable alternative accommodation. Do not be put off if your house is not big enough. You can if you wish set the maximum number of members who can attend and it is important to state this at an early stage.

In time, the numbers wishing to attend may grow to more than can comfortably be housed. Ideally the group should then either split, to form another group with a new Co-ordinator, or move to a rented room, sufficiently large for their needs. This will involve an increased meeting fee.

If this situation arises, please contact the GLO, who will advise on these options. Do not enter into a personal agreement for hall hire.

Meeting in Halls, this does not involve the Co-ordinator in additional financial responsibility as rental invoices are paid by the Treasurer. The GLO will provide assistance if you feel there are any problems.

P2 Registers

A register of members attending must be kept for all meetings. It is useful to enable the Committee to prepare statistical material and as a means of checking that fees have been paid. Please include your group ID number.

Copies of the Register are available on our web www.u3adacorum.co.uk or from the Secretary. **See section 5 for a sample.**

Completed registers or photocopy should be sent to the GLO. Note shortly after the start of a new membership year you will be asked to check membership cards of your group members to ensure they have renewed their membership of U3A Dacorum. The presence of non members in your group can have insurance implications

P3 Group Numbers, Attendance and Waiting Lists

When your group is full a waiting list system should be operated and Co-ordinators should regularly check the Register for irregular attendance in order to reduce the waiting list.

A difficult part of a Co-ordinator's duty is to deal correctly with group members who, for whatever reason do not regularly attend the meetings.

If a group is not full or perhaps held in a hall it may not be important. But when a home group is full and / or has a waiting list it is not fair for a member who is only free to attend irregularly to hold on to a place.

Under these circumstances approaches should be sympathetically made to the member concerned to find out the reason and to try to get them to make a commitment to the group.

Usually members are happy to relinquish their place if they have other interests or commitments.

If you have problems the GLO will be happy to assist.

We now have a large membership so it is helpful to try if possible, to split popular groups. Ideally the group should then either split, to form another group with a new Co-ordinator, or move to a rented room, sufficiently large for their needs.

P4 Course Content

The Co-ordinator is responsible for the selection of the course content, the frequency of meetings and the venue. Where possible, the views of the group members should be taken into consideration.

Other related matters should be discussed and agreed by the group.

Where possible group members should be encouraged to participate by giving talks on a particular aspect.

Co-ordinators should make members of their group aware of the contents of these notes.

P5 Resources – Dacorum U3A

We have equipment and teaching aids that may help Groups e.g. Slide projector, slides, videos, LCD Projector and Laptop computers etc. A list of equipment and the holders thereof can be obtained from the Secretary.

P6 Resource Centre – The Third Age Trust

The Third Age Trust has a Resource Centre with slides videos etc. on a wide range of subjects. These can be supplied on loan to Co-ordinators; A Registration Document is available from the Secretary for an individual Group to join the loan scheme. Their catalogue is being constantly updated and Co-ordinators should contact the Secretary in the first instance to see what subjects are on the current list from The Third Age Trust or visit <http://www.u3a.org.uk/>

P7 Assistant Co-ordinator

All groups should appoint Assistant Co-ordinators, to act as Deputy when the Co-ordinator is absent, and to share the duties of organising the group's activities, finances or refreshments.

P8 Meeting Dates

Try to meet on a regular day and time, as this is easier for members to remember. If possible avoid Monthly Speaker Meeting dates and times, held in the morning of the 1st Monday of the month except Bank Holidays.

If you do not have a deputy who will take the group in your absence it is acceptable to move your meeting days etc. to suit your holidays or other special occasions providing you give sufficient notice.

P9 Groups Liaison Officer and U3A Officers

See the current Digest and in the back of this handbook for contact details of our Groups Liaison Officer and other U3A Officers.

P10 Queries

All queries and problems relating to group activities etc should in the first instance be directed to the Groups Liaison Officer. If you are unable to contact this Member, contact either the Vice-Chairman, or Secretary.

The Chairman of an organisation such as ours has a lot of call on his / her time but is always available if you cannot get a problem resolved.

P11 Disruptive Group Members

Sometimes it may be thought that a group member is disruptive to the harmony of a group. Being realistic it is expected that occasional arguments occur and that there may be disagreement between individual members or between members and the Co-ordinator. Providing this is an isolated case it should not be cause for concern and is not grounds for taking serious action. However, consistent disruption on a regular basis is not acceptable. In this situation the Co-ordinator should, in the first instance, and before taking any action, discuss their problem with the GLO who will refer the problem to the Committee if a solution is not readily available,

P12 Refreshment Rota.

In order to spread the work fairly, all Study Groups, on a rota basis, serve the refreshments and wash up at our Monthly Speaker Meetings, and at Co-ordinators' Meetings. Details are available in the "Digest", and the appropriate Co-ordinator will be contacted by the Refreshments Co-ordinator a month prior to the meeting to answer any queries on this subject.

P13 Outings General

Some Groups may benefit by the inclusion of outings in their programme.

At an early stage in the planning you need to decide if your group and other groups with similar interests will fill a full size coach and **which costing method to use See Section 2** , if not, you may decide to travel to the venue by sharing member's cars.

It is important to give your group as much advance notice as possible of the date and cost, three months or more is not excessive.

If you think you will need extra members to fill the coach publicise it at an early stage at General Meetings, the Digest and the E-mail list.

See the Financial Section 2 for information on calculating prices and accounting.

P14 Insurance

As members of the U3A you and your group have the benefit of the U3A Public Liability Insurance which covers U3A members and their personal property against damage caused by another U3A member. This is not the same as a Personal Accident Insurance. Details can be obtained from the Secretary. **Visitors are only covered by the U3A insurance for two visits.**

Visitors e.g. Speakers / Lecturers etc receiving a fee are not covered by the U3A Insurance

Speakers / Tutors who are fully paid up members of another U3A are covered by the U3A insurance as they can only be reimbursed for their expenses

This insurance also covers accidental damage to the hosts property caused by members during a home meeting, discuss with the Secretary

P15 Co-ordinators meetings

Co-ordinators meetings are held at regular intervals and have a three-fold purpose:

To allow you to be brought up to date on the latest U3A developments.

To allow you to make any suggestions and to air your views.

To allow you the opportunity to meet fellow Co-ordinators and Committee members.

If you are unable to attend please ask another member of your group to attend in your place.

As Co-ordinators are given at least 6 months notice of the meeting it would be appreciated if there is no other way for you to attend, that you cancel your group meeting.

P16 The Digest

The Digest is the means of passing information to the members. All Co-ordinators are expected to submit a list of meeting dates and times for their next three months group meetings. They also have the opportunity to publish a brief group report of the past activities and any special events for the future.

The deadline date for copy appears in the Digest.

P17 Members e-mail list

Our email list is the best way of circulating our members.

Coordinators can advertise special meetings, seats available on trips, change of date or venue etc on the U3A e-mail list which is received by the majority of our membership.

It is considered part of a coordinators function to pass the content of the emails on to their group members. If the coordinator is not on email ask a group member to pass on messages.

P18 Study / Special Days

Groups are encouraged to hold a Study or Special Day which could be in conjunction with other groups with a similar theme. There is a guide available from the Secretary, it is essential that planning for a Study Day starts in adequate time and a written plan of costs discussed with the GLO which could after approval be underwritten by your Committee.

P19 Less able members

We should do what we can to help our less-able members to participate in U3A activities if possible.

Most of the halls we use have disabled access and a loop system for the hearing impaired.

It is unfortunate that it may not be possible for less able members to participate in home meetings because of access or layout. There is no legal requirement to change your home if such a situation arises.

It is often possible to help the situation with a minimum of disruption by sitting people where they can see the person speaking or by giving handouts etc.

Information is available from the Secretary or GLO.

P20 Discrimination

It is important that in our groups and activities we are seen not to discriminate against other members and non members. This is a very difficult subject and if you have any problems in this area, you should contact the GLO, Secretary or Chairman for advice before taking any action.

P21 Accidents

All accidents should be reported via the Coordinator, who should complete an accident report form (see Section 5) as soon as possible and give a copy to the U3A Secretary (contact details in your Digest).

You may find it helpful to make notes of the names and details of members involved at the time of the event to aid completion of the accident report,

All accidents, injuries and illness at U3A meetings or events should be recorded.

In the event of an accident or a U3A member being taken seriously ill, regardless of whether you have a member present with a current first aid qualification, you are advised to contact the emergency services immediately (999/112). You must state the address where you are, including the post code, your phone number or the phone number you are calling from and as clearly and concisely as you can, what has happened.

First aid treatment should only be administered under their direction. If a trained first aid person is present then that person should be the one to make the emergency call and follow any instructions.

In the event of a fall keep the person warm and dry - **DO NOT** attempt to move the person unless he/she is in immediate danger.

P22 Health and Safety – Hall meetings

Each member is responsible for their own safety and need to approach any activity in accordance with their own health and personal medical conditions.

The Group Leader needs to be aware of the Health and Safety regulations of the venue in which the group meetings are held, but in practice this usually means nothing more than making sure the members know where the fire exits are. The hall administrators should have further information if needed.

Section 4 Grant Application procedures - Mandatory

Your Committee is pleased to be able to offer the Co-ordinators financial support for the purchase of books or materials, equipment the hire of halls or speakers etc. to assist the groups. A simple procedure for this has been agreed **Please do not buy items or commit yourself to any expenditure until your request has been approved.**

Section 4 - Grant Application for Books and Materials,

1. Submit a request to the Groups Liaison Officer by email or in writing with details of the items required, costs and a brief explanation of the benefits it will bring to the group.
2. If the request falls within the Committee guidelines and the benefits to the group are agreed then you will be given authority by the GLO to proceed, or the request will be referred to the Committee
3. If an application for a grant is refused for any reason Co-ordinators have the right to appeal to the Chairman for a final decision.
4. Once approved, purchase the items and send the receipt to the Treasurer who will then reimburse you.
5. The GLO will send details of the new items to the Secretary who will add them to our Asset Register so they can be available to other groups.
6. "Property of U3A (Dacorum)" labels will be provided.

Section 4 - Grant Application for Speakers

1. Submit a request to the Groups Liaison Officer by e-mail or in writing with details of the speaker, dates, costs and a brief explanation of the benefits brought to the group. At the same time notify us if the speaker requires a donation to charity in lieu of a fee and if a hall needs to be hired for the meeting.
2. If the request falls within the Committee guidelines and the benefits to the group are agreed then you will be given

authority by the GLO to proceed, or the request will be referred to the Committee.

3. Ask the Treasurer for a cheque to pay the speaker. Should the lecturer waive their speaking fee in favour of a donation to their favourite charity, please ask the Treasurer for a cheque payable to the Charity. As a registered charity there are strict guidelines regarding payments.

Section 4 Grant Application Hall Hire

Groups which normally meet in a home or “outdoor” groups may from time to time wish to hire a hall for a special meeting. Your Committee via the GLO is pleased to be able to offer financial support.

The GLO has lists of suitable halls in your area.

- 1) Submit a request to the Groups Liaison Officer by email or in writing with details of the items required, costs and a brief explanation of the benefits it will bring to the group.
- 2) If the request falls within the Committee guidelines and the benefits to the group are agreed then you will be given authority by the GLO to proceed, or the request will be referred to the Committee.
- 3) You can then proceed with booking the hall.
- 4) If an application for a grant is refused for any reason Co-ordinators have the right to appeal to the Chairman for a final decision
- 5) Ask that all invoices are sent to our Treasurer, do not personally pay for the hall hire
- 6) If the hall has hire conditions pass them to the GLO, Treasurer or Hall Bookings Organiser for signature

Section 4 Grant Application - Educational Courses

Should a Co-ordinator wish to attend an educational course that would directly benefit their group your Committee via the GLO is pleased to be able to offer financial support for Course Fees.


A simple procedure for this has been agreed.

- 1) Submit a request by e-mail or in writing to the Groups Liaison Officer with details of the course you wish to attend together with details of Course fees and a brief explanation of the benefits it will bring to the group.
- 2) If the request falls within the Committee guidelines and the benefits to the group are agreed then you will be given authority by the GLO to proceed.
- 3) You should then proceed with enrolling or booking the course. Send the Course fee receipt to the GLO. The Treasurer will then reimburse you.
- 4) If a request is for more than the guideline amount, details should be submitted to the Groups Liaison Officer as above who will submit it to the Committee on your behalf.
- 5) If an application for a grant is refused for any reason Co-ordinators have the right to appeal to the Chairman for a final decision.
- 6) A report on the course attended and benefits gained should be sent to the GLO so that it may be reported to the Committee.

Please do not commit yourself to any expenditure until your request has been approved.


If an application for a grant is refused for any reason Co-ordinators have the right to appeal to the Chairman for a final decision.

Section 5 Form 1- The latest forms can be downloaded from our web www.u3adacorum.co.uk or by post from the Membership Secretary

	(Form 1) Committee & Co-ordinators' Expenses
To: The Treasurer From: (Please Print) Tel: Job Title or Group Name	Group ID:
Please attach receipts if available POSTAGE Total Postage £ (7501)	
TELEPHONE Total Calls £ (7502)	
STATIONERY Total Stationery £ (7504)	
PHOTOCOPIES (Small runs only) Total Copies £ (7506)	
TRAVEL & PARKING Total Travel £ (7400)	
OTHER EXPS – Please detail Total Other £	
(Continue on reverse if necessary)	
TOTAL EXPENSES £	
Please make the cheque payable to: I confirm that these expenses relate to U3A Dacorum.	
Signed: Date	
Treasurer's use only	
Department Code: Cheque No: Value: £ Date Issued:	
<small>Committee and Co-ordinators' Expenses Claim Form 1. U3A (Dacorum) Registered Charity No 1012612 FURTHER COPIES CAN BE OBTAINED FROM THE SECRETARY – ADDRESS IN THE DIGEST</small>	

Section 5 Form 2 The latest forms can be downloaded from our web www.u3adacorum.co.uk or by post from the Membership Secretary

(Form 2)



Group Meetings - Income & Expenditure

To: The Treasurer

From: Co-ordinator
(Please print)

Tel:

Name of Group Group ID.....

Income
For meetings between

/ / and / /

£ (4006)

Other sources (please detail).....
£
£
£

Sub total Income £ _____

Expenditure

Deductions for refreshments: _____ members @ 25p each £ (7200)

Other deductions (give details and attach receipts where possible)
£
£
£

Sub total Expenditure £ _____

Total Income minus Expenditure: £ _____
(Please make cheques payable to U3A Dacorum)


Signature..... Date.....

Treasurer's use only



Department Code: Cheques Received £ Remittance Number:

Co-ordinators Income & Expenses Form 2. U3A (Dacorum) Registered Charity No 1012612.
FURTHER COPIES CAN BE OBTAINED FROM THE SECRETARY – ADDRESS IN THE DIGEST

Section 5 Form 3 The latest forms can be downloaded from our web www.u3adacorum.co.uk or by post from the Membership Secretary

	<p style="text-align: right;">(Form 3)</p> <h3 style="text-align: center;">Balance Sheet for a Trip or Event</h3>	
	To: The Treasurer	Date:
	From: Organiser	Tel:
	(Please Print)	
	Name of Group	
<p>EVENT or VISIT TO</p> <p>.....</p> <p style="text-align: right;">DATE OF TRIP or EVENT</p> <p>COACH COMPANY</p> <p>..... or VENUE</p> <p>..... PLACES SOLD @ £..... EACH £.....</p> <p><small>(All cheques are to be made payable to 'U3A Dacorum' and passed to the Treasurer when the trip or event is confirmed)</small></p> <p><u>LESS</u> COACH or VENUE HIRE (Invoice No:) £.....</p> <p><small>(Pass to the Treasurer as soon as received)</small></p> <p><u>LESS</u> ENTRANCE FEES / TICKETS £.....</p> <p><u>LESS</u> DRIVERS TIP £.....</p> <p style="text-align: right;">CALCULATED SURPLUS or (LOSS) TO U3A FUNDS £.....</p> <p>Organisers Comments</p> <p>.....</p> <p>.....</p> <p><small>Please complete as appropriate. This is a Balance sheet, NOT an expense claim. Reimbursement of Drivers tip, Entry Tickets etc. must be claimed on EXPENSE CLAIM (Form 1) and Advance Payment requirements are to be claimed on CHEQUE REQUEST (Form 4).</small></p>		
<p>Treasurer's use only</p>		
	Checked against Computer Records	Date
<p>Co-ordinators Trip/Event Balance Sheet Form 3. U3A (Dacorum) Registered Charity No 1012612 FURTHER COPIES CAN BE OBTAINED FROM THE SECRETARY – ADDRESS IN THE DIGEST</p>		


Section 5 Form 4a The latest forms can be downloaded from our web www.u3adacorum.co.uk or by post from the Membership Secretary

	(Form 4a)
<h3>Trip Refund Cheque Request</h3>	
To: The Treasurer, From: OrganiserTel:..... Name of Group/Trip CHEQUE VALUE £.....Reason for refund..... PAYABLE TO: (Please Print Name and Address)Post Code..... Signed by Co-ordinatorDate.....	
Treasurer's use only	
N/Code: Department Code: Cheque No: Value: £..... Date Issued:	
Trip Refund Cheque Request Form 4a. U3A (Dacorum) Registered Charity No 1012612 FURTHER COPIES CAN BE OBTAINED FROM THE SECRETARY – ADDRESS IN THE DIGEST	
(Now September 2008) 	(Form 4a)
<h3>Trip Refund Cheque Request</h3>	
To: The Treasurer, From: OrganiserTel:..... Name of Group/Trip CHEQUE VALUE £.....Reason for refund..... PAYABLE TO: (Please Print Name and Address)Post Code..... Signed by Co-ordinatorDate.....	
Treasurer's use only	
N/Code: Department Code: Cheque No: Value: £..... Date Issued:	
Trip Refund Cheque Request Form 4a. U3A (Dacorum) Registered Charity No 1012612 FURTHER COPIES CAN BE OBTAINED FROM THE SECRETARY – ADDRESS IN THE DIGEST	

Section 5 Form 5 Monthly Meeting Admin not Included

Section 5 Form 6 The latest forms can be downloaded from our web www.u3adacorum.co.uk or by post from the Membership Secretary

(Form 6)



Group Outing or Event Cheques Received

To: The Treasurer

From: Organiser Tel:
(Please Print)

GROUP NAME.....

TRIP or EVENT DATE

DETAILS (Destination etc.)

.....

.....

Number of Participants @ £..... each

TOTAL INCOME £.....

Notes (if any)

.....

.....

Please find (no. of cheques) Total £.....

Signed..... Date.....

Treasurer's use only

Cheques Received..... Total £.....

N/Code..... Department Code..... Remittance No

Co-ordinators Trip/Event Cheque Receipts Form 6. U3A (Dacorum) Registered Charity No 1012612
FURTHER COPIES CAN BE OBTAINED FROM THE SECRETARY – ADDRESS IN THE DIGEST

Section 5 Accident Report latest version can be downloaded from www.u3adacorum.co.uk or by post from our membership secretary

Name of Member/Address:

Names/Addresses of others involved:

Date of Accident: _____ Time of Accident: _____

Location:

Nature of Accident/Circumstances:

Injury Details/Property Damage:

Witnessed by:
Address:
Telephone:
Witnessed by:
Address:
Telephone:

Action taken:

Was any specialised assistance required at the scene? If so give details.

Was medical advice sought afterwards? If so give details.

Signed by Group Leader:
Name:
Date:
Telephone:
Group:

U3A Officers email addresses

Names and telephone numbers of the current position holders can be found your Digest Magazine

Chairman chair@u3adacorum.org.uk

Membership Secretary members@u3adacorum.org.uk

Secretary secretary@u3adacorum.org.uk

Treasurer treasurer@u3adacorum.org.uk

Group Liaison Officer groups@u3adacorum.org.uk

Speaker Secretary speakers@u3adacorum.org.uk

Editor editor@u3adacorum.org.uk

Webmaster webmaster@u3adacorum.org.uk

Hall Bookings halls@u3adacorum.org.uk

Other Contacts

Third Age Trust <http://www.u3a.org.uk/>

Amendment Record

Issue 1 Original Issue 1999

Issue 2 dated 15 November 1999, issued as an addendum

Issue 3 dated 1st October 2000., Completely revised and re-issued to all Co-ordinators, Split into two publications –**How to Start a New Group** and **Handbook for Co-ordinators** -

Issue 4 dated 1st October 2002, revised and reissued to all Co-ordinators.
Increased from 20 to 24 pages.

Issue 5 dated 1st February 2005. Revised and issued to all Co-ordinators.

Issue 6 dated 12 October 2005 issued as an amendment consisting of 2 pages

Issue 7 dated March 2007 Revised and issued to all Co-ordinators

Issue 8 dated August 2010 Revised and issued to all Co-ordinators

Changes include

Increased to 36 pages, font size increased

Increased to 5 Sections for clarity

Important Information page 3 re-worded and item 7 added

Section 2 Financial Proceedings Coach Trips added – split off from original Section 1

Essential Information for Coach Trips added, clarifying original procedures and designating Method 1 and Method 2 as the only costing methods for calculating prices

Section 3 Group Procedures was Section 2

Section 4 Grant Applications was Section 3

Section 5 Forms was Section 4, Form 4a added.

Issue 9 dated May 2014 Issued to all Coordinators Added to web

www.u3adacorum.co.uk

Increased to 41 pages

Minor changes to pages, 4, 5, 6, 7, 8, 12, 13, 14, 17, 18, 19, 20, 21, 25 to clarify and improve readability

Refreshment costs and Hall charges updated

Pages 28 to 35 Co-ordinators forms updated, Accident Report added
F05 P21 and P22 updated

Handbook and Forms are now available for reference or download on our web www.u3adacorum.co.uk

27 Feb 2015 minor corrections, not raised in issue or issued to coordinators.

Existing P14 added to index page 2

Hall bookings officer email address corrected to halls @u3adacorum.org.uk

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U3A (Dacorum) Hemel Hempstead Herts Registered Charity 1012612.

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