

## Social Sub-Committee Guidance

1. There is a bank account which is run by the signatories on the main bank account.
2. Everything the sub-committee does must be self financing. Any profit above £1 per person should be paid back to each individual. Any remaining profit can be used for printing, postage, telephone costs etc.
3. There must be a member of the Executive Committee on the sub-committee.
4. The sub-committee can present ideas for future events to the members to assess interest but cannot act on these ideas until there is agreement from the committee; this is because the trustees have ultimate responsibility.
5. To put forward a suggestion for an event the sub-committee should complete the form *Costing for Proposed Trip* at least 4 months before the date of the event. This form works out the cost to each member.
6. Each member must pay up front to secure their seat and cash should be paid into the bank account as soon as possible (no insurance cover above £1000 cash); cheques should be held until break even point is reached and the trip is definitely to go ahead.
7. All money collected, money paid out, money paid in to the bank and cheques issued should be reported on the *Social Events Balance Sheet* which should be passed to the Treasurer as soon as possible after the monthly meeting.
8. Although it is necessary to secure a price for an event/transport, nothing can be paid out until break-even point is reached.
9. Trips/events are for Eastwood & District U3A members only. If insufficient members booked by a set date then the trip/event may be opened up to other local U3As; if still insufficient numbers then the event must be cancelled.
10. Any expenses incurred by members of the sub-committee should be claimed from the sub-committee treasurer on an *Expenses Claim Form*, with receipts attached. These receipts then form part of their *Balance Sheet*. They are to be passed on to the Treasurer of Eastwood & District U3A as part of the accounting process.
11. An interest group (Creative Crafts say) might decide they would like to have a trip to (say) The Knitting and Stitching Show in Harrogate - if there was enough interest they could pass the organisation of the trip on to the social sub-committee - opening the trip up to all Eastwood & District U3A members. If the trip is organised by a group then only members of the group can go and it is classed as a group educational event; if a trip is organised through the social sub-committee it is open to all members and is classed as a social event. It is assumed there would be some liaison between the sub-committee and the group to enable the event to achieve the required outcome.

Review Date: