



Collecting Money & Keeping Registers

REGISTERS

1. All groups need to keep a register of attendees, this includes groups that do not collect money or have no hall costs. The registers are required for insurance and audit purposes. Also, they may be required where reference is needed back to a specific meeting date.
2. Register should have names, dates of meetings, total amount received (if appropriate) and total attendees.
3. When new members join your group, their names should be added to the Beacon group list. Inform the person with the Beacon access to do this.**
4. When members leave, their names need to be removed from the Beacon group list. Inform the person with the Beacon access to do this.**
5. Copies of the register need to be sent to the Treasurer monthly/quarterly. These are required for audit purposes. You can scan them and email to the Treasurer, hand in at monthly meeting, or post to the Treasurer. See NB below.

** Beacon updates can be done by the Group Leader or a nominated person in the group. Contact the Beacon Administrator to be set up on the Beacon system if required.

NB: Blank registers are available from the Groups Coordinator or the Treasurer, either in paper form or electronically. Registers can also be downloaded/printed from the Weymouth & Portland u3a website.

COLLECTING MONEY

1. Collect session fee from everyone, including visitors and record
2. Enter total received on register
3. Pay money to Treasurer. This can be done by
 - a. Paying in-person at Barclays Bank with a pre-printed paying-in slip. Request these from the Treasurer.
 - b. Hand in at the monthly meeting
 - c. Post a cheque to the Treasurer payable to Weymouth & Portland u3a. Contact the Treasurer for their address.
 - d. Make an online payment. Contact the Treasurer for the bank deposit details. Ask the Treasurer or Groups Coordinator if you have any questions.
4. Make sure all payments have the group name attached for (b) and (c) or in the reference box for (a) and (d)
5. Send an email to the Treasurer advising amount paid in and the date(s) of the meeting(s)
6. Pay in money at least monthly and by 31 December each year. The Treasurer has to complete the accounts as at 31st December so prompt payment of monies is a great help.

Any problems or issues talk to the Treasurer for support and guidance. There is always a solution to any challenge. Also, the Groups Coordinator can help if required.

Useful Information

Treasurer email : treasurer.weyportu3a@gmail.com

Groups Coordinator email: gc.weyportu3a@gmail.com

Beacon Administrator email: beacon.weyportu3a@gmail.com