

U3A in Bath
Procedure for hiring venues

1. Convenors should calculate how much the venue is going to cost for the period.
2. How many members are in the group, therefore how much each member should pay for the period.
3. The convenor should then collect cheques payable to 'U3A in Bath' and send these cheques to the Treasurer.
4. When the Convenor receives the invoice for the hiring of the venue, it should be checked and sent to the Treasurer giving authority to pay it.
5. The Convenor should also keep a list of members in their group and supply the list to the Secretary.