

U3A CLASS TREASURER'S INFORMATION

COLLECTION OF COURSE FEES FOR U3A COURSES

1. General information

1. Each Class Leader should appoint a Class Treasurer (from the class) at the first session. Without a Class Treasurer the class cannot continue. The purpose of the Class Treasurer is to collect the rental charge and any administrative costs from each class member.
2. To simplify administration and to ensure members are responsible for rent, it is suggested that course costs where possible be collected in full at the first session for the duration of all short courses (of up to 12 sessions), or for ongoing courses at ten weekly intervals. **This is irrespective of whether members intend to attend all sessions or not.**
3. A record of payment should be kept on the Class Treasurer's Payments Record form provided, along with each participant's telephone number and U3A membership number. Please show the amount of rent paid per member.

Rent - Hughes and Cook Community Centres

4. Rent per person per session is \$1.50. The money should be collected in full within the first two weeks of each term.

- The money collected should be placed in an unsealed envelope with the course name, the amount and date on the outside.
- The envelope is to be handed to the U3A office volunteer, who will then count the money and issue a receipt before sealing the envelope and placing it in the U3A Treasurer's cash box.

Rent - Non U3A venues (ie community facilities or private arrangements)

5. For courses held in non-U3A venues, rental costs will vary. Clubs do not generally charge rent, but U3A members may be required to become a club member. Some club venues have limited parking, and participants may be able to make arrangements with those clubs for a parking permit.
6. Course Leaders will determine with the venue what the rental costs are and when payments should be made.

Other costs refreshments, photocopying etc

7. Each course cost is a combination of rent, refreshment and administration costs. It is suggested that each Course leader determine what the total course costs are per head and collect that money as per para 2 above.