

Notes on handling trip payments for the Walking Club

These notes represent the current best practice for handling trip payments (as of MT10), as worked out between the Treasurer and Trip and Safety in recent years. They aim to minimise the amount of work and the number of refunds.

Suggestions for improvements are welcome and these should evolve freely as time goes by, to whatever works best.

When	If by cheque	If by cash
At Free Tea	TO collects the cheques.	Send them to the Treasurer. The Treasurer will receive the cash, give them a receipt and note their payment down.
During 1 st week	TO receives cheques.	Arrange to meet the participants at a time which is reasonable for you. Give them a receipt for the cash. Note down the member's name, the amount, and what it is for.
At the Trip Ballot Meeting	TO keeps the cheques, UNLESS they are combined with membership. In that case, give them to the Treasurer. TOs should tell each other about any cheques which combine payments for multiple trips, so everyone knows who paid.	Give all cash to the Treasurer, with a list of what amounts were received from who, and what for (e.g. your trip + membership) The Treasurer will tell you about cash payments for your trip which were received at Free Tea.
If someone does NOT get a place on your trip		
Case 1: they want to be on the waiting list	TO keeps their cheque until after the trip.	The Treasurer keeps their cash until after the trip.
Case 2: they do NOT want to be on the waiting list	TO returns their cheque, or shreds it (whichever they prefer).	TO asks the Treasurer to refund them (by cheque is easier for the Treasurer. If they cannot accept cheques, the Treasurer will have to meet them to refund them in cash).
If someone pulls out of the trip	Remind the person who has pulled out that a refund is only possible if we find another person to take their place on the trip. Tell them that they can improve their chances of getting a refund by advertising the trip to their friends and people on their course / in their lab / at their college (etc). In general: we are not a 24-hour travel service and if someone pulls out at the	

When	If by cheque	If by cash
	<p>last minute, it doesn't mean that your life stops, just to try to get them a refund. However, anything you can do to help is appreciated.</p> <p>If you have a waiting list: offer their place to your waiting list. You can run the waiting list however suits you best – e.g. you can do a ballot to order the waiting list, or simply e-mail everyone on the waiting list and the first e-mail reply gets the place. When you get to within the week before the trip, it is simplest to e-mail everyone.</p> <p>If no-one on your waiting list can go, or there is no waiting list, or it is only a few days before the trip, then you can do this:</p> <ul style="list-style-type: none"> • e-mail the President to advertise the place on the walking-announce e-mail list, • e-mail the Webmaster and the Trip and Safety Co-ordinator to advertise the place on the website. • e-mail everyone on the trip, in case a friend of theirs would like to come along. <p>Any person joining the trip must be a member. You can ask the Membership Secretary to check.</p>	
Case 1: we find a member to take their place	TO returns their cheque, or shreds it (whichever they prefer).	TO asks the Treasurer to refund them.
Case 2: we do NOT find anyone to take their place	TO keeps their cheque – it will be cashed after the trip.	No refund is issued.
After the trip Case 1: people who went on the trip	TO gives their cheques to the Treasurer to be cashed. Keep a list for yourself of the cheques given (who from, what amounts), just in case.	The cash should already be with the Treasurer, so nothing to do.
Case 2: people who pulled out of the trip, but were NOT replaced	TO gives their cheques to the Treasurer to be cashed. Keep a list for yourself of the cheques given (who from, what amounts), just in case.	The cash should already be with the Treasurer, so nothing to do.
Case 3: people who were on your waiting list, but never got a place in the end	TO returns their cheque, or shreds it (whichever they prefer).	TO asks the Treasurer to refund them.

-- prepared by Jaya John John, 8 December 2010