

MONEY MATTERS IN HAWKHURST U3A

Dear Member

Dealing with money within the U3A gets more complicated as our organization grows, and we need to keep things running smoothly for the U3A whilst making things easy for our Members.

Whilst we will keep cash and cheque payments as an option, and we know that some of you don't like to do on-line banking, we are going to move to a **Direct Debit** system which will be simple to use and should suit everyone.

Most of our Members probably already use **Direct Debits** if only to pay their Council Tax, though you may also be using it to pay Utilities, and subscriptions to other membership organisations like the National Trust.

The system we will use— called Gocardless – will be simple for you to use. It also has the added benefit that it is us, your friendly local U3A, that you are dealing with, and we will be able to sort out any hiccups quickly and easily.

How it will work.

You just need to sign a **Direct Debit** mandate to allow our Gocardless account to take payments from you on our behalf. Each Member needs to complete a mandate, even when a joint bank account is used.

For the vast majority of you this can be done very simply online, and we can assist you to do this.

The mandate can be found at <https://pay.gocardless.com/AL00025QVRYMNJ>

If you don't have an email address please contact Peter or John for help.

Annual Subscriptions.

You will be notified by email or post in the normal way that your subscription is due, and at the same time you will be told the date when that payment will be debited from your bank account. You will be given ample notice so that, if you do not wish to renew, you can cancel the mandate and let us know.

Social Outings, Pub Lunches etc.

Everyone will get flyers about upcoming events from the Monthly Meeting or by email in the normal way. On the flyer it will tell you when the payment for the event would be debited from your account. If you want to take part you let the organiser have the reply slip in the normal way, and the organiser will set up for the payment to be debited.

You will then receive an email from Gocardless confirming the date and amount of debit to be made. There will always be enough time before the event for you to cancel the payment by contacting the organiser if you should change your mind, subject to our usual policies.

Refunds.

If there is any need for us to refund you we can do it simply by returning your money back into your bank account through the **Direct Debit** system. We are not a large corporation so this will be quick and painless !

Your Bank Statements.

When a payment is taken from your account you will see on your statement "**Gocardless Hawkhurst U3A**" against the amount debited.

Cost.

There is no cost for you to use this **Direct Debit**, and the small administrative costs will be absorbed within U3A funds.

From now on Direct Debit will be our preferred method of payment, but we will continue to accept cheques and cash for the foreseeable future.

We are sure that you will appreciate that besides easing the admin burden for your Committee, it also means that you will not have to find a chequebook and envelope, or pay for a stamp. Nor will the Membership Secretary be sending you endless reminders to pay the subs that you had always intended to pay but somehow never quite got around to !

What happens next.

Please complete a mandate form online, a very straightforward thing to do at

<https://pay.gocardless.com/AL00025QVRYMNJ>

If you don't have an email address please contact Peter or John for help.

This is the start of a campaign to get you all to sign up, and we will take every opportunity to remind you to do so !

Unless, of course, you tell us you do not wish to sign up.

Questions.

We welcome your comments, so if you have any queries please email or phone

the Treasurer - Peter Hoole at wolfitha@hotmail.com or 01580 752193,

or the Chairman - John Read at jj.read@talktalk.net or 01580 753535.

IT MUST BE EMPHASISED THAT GOCARDLESS IS A BACS BUREAU REGULATED BY THE FINANCIAL SERVICES AUTHORITY. NONE OF THE SENSITIVE INFORMATION CONTAINED IN YOUR MANDATE TO GOCARDLESS IS AVAILABLE TO ANYONE ELSE INCLUDING HAWKHURST U3A.