

BECCLES U3A GROUP MONTHLY INCOME RETURN

IT IS IMPORTANT TO COMPLETE A RETURN EVEN IF NO INCOME/EXPENSES ARE INVOLVED. Please enter 'NIL' if no cash transactions. Thank you.

GROUP NAME **GROUP CONVENOR.....**

Meeting Date	No. Attending	INCOME Details	Amount
		Income B/fwd	
INCOME TOTAL			

Meeting Date	No. Attending	EXPENDITURE Details (please attach receipts where available)	Amount
EXPENDITURE TOTAL			

Date	SUMMARY	Amount
	Income total from above	
	Less expenditure total from above	
Balance cash in hand c/fwd		

Please forward income returns every four months to **LACEY BAXTER**. The periods are from **April-July, August-November, December-March** and paperwork should be submitted by the 10th of the following month. They will be returned to you for filing by end of month submitted.
 GROUP EXPENSES: Lacey Baxter, 39 Ingate, Beccles, Suffolk, NR34 9RX
 Telephone : 01502 712277 Email: groupexp.becclesu3a@gmail.com April 2018