

PD 10a

BISHOP'S STORTFORD U3A: INCOME / EXPENDITURE ACCOUNT FOR DAY/THEATRE TRIP OR HOLIDAY

TRIP TO _____ DATE _____

ORGANISER _____ TELEPHONE No. _____

INCOME			EXPENDITURE			Date paid
No. of places sold @ £ each	£		No. of theatre tickets sold : @ £ each	£		
Raffle	£		Entry fees: party or no. : @ £	£		
Other income (please specify)	£		Coach Hire	£		
			Gratuities	£		
			Postage	£		
			Phone	£		
			Hire of hall	£		
			Catering costs	£		
			Wine, beer, etc.	£		
			Raffle prizes	£		
			Other costs (please specify)	£		
TOTAL INCOME	£		TOTAL EXPENDITURE	£		
Excess/deficit* of income over expenditure (* delete as appropriate)				£		

This record should be completed and submitted to the Treasurer within 28 days of the trip date. Any excess of income over expenditure, in units of 50p, should be returned to participants. Remaining excess should be paid into group funds or, if no such fund, paid to the U3A Treasurer.

When the organiser is offered a free place the total cost of the trip must be divided equally between all participants, i.e. all members pay exactly the same price!

Notes/remarks by the Organiser :-