

REGISTER OF ATTENDANCE – TO BE COMPLETED BY ALL GROUPS

GROUP: _____ **CONVENOR:** _____ **Sheet no:** _____
LEADER: _____ **TERM:** _____

Name of Member	card check									
Total Members attending										
Total amount received										

Total amount collected during the Term - £

Please ensure that Membership Cards are checked at the start of the year and for new members when they join.

If paying by cheque for the amount collected this should be sent to the Treasurer together with the Register of Attendance at the end of each Term.

If paying by bank transfer please quote the name of the Group as a reference and transfer to "Burgess Hill U3A", sort code 20-49-76, account number 50389889. Please send the Register of Attendance to the Treasurer.

Any expenses will be refunded by the Treasurer on receipt of a completed Expenses Claim Form and should not be deducted from the member's contribution to room rental.

All cheques and Registers, please, to Anita Davey, Treasurer, The Lees, Keymer Road, Burgess Hill RH15 0BA.