

BURTON-ON-TRENT u3a

GROUP EXPENDITURE FORM

TO BE COMPLETED BY GROUPS WITH NO VENUE COSTS

For month ending _____ Year 20__

NAME OF GROUP _____

COORDINATOR _____

EXPENDITURE

ADMINISTRATION EXPENSES -

Home copies @ 12p. Outside copies please attach receipts

Registers / Expense Form _____ £ _____

Envelopes _____ £ _____

Stamps _____ £ _____

TOTAL EXPENDITURE £ _____

Maximum £20 per quarter

**Please return Register and Expenditure Form to
Treasurer, 6 Blythfield, Burton on Trent. DE14 1TU
Email: treasurer@botu3a.org**