

BURTON-ON-TRENT u3a

GROUP INCOME & EXPENDITURE FORM

TO BE COMPLETED BY GROUPS WITH VENUE COSTS

For Month ending _____ Year 20__

NAME OF GROUP _____

COORDINATOR _____

INCOME

SESSION FEES

@ £1.50 £ _____

@ £2.00 £ _____

@ £ £ _____

TOTAL INCOME £ _____

EXPENDITURE

ADMINISTRATION PHOTOCOPYING / PRINTING

Outside copies _____ £ _____ Attach Receipts

Home copies _____ @ 12p £ _____

OTHER EXPENSES Detail and Attach Receipts

_____ £ _____

_____ £ _____

_____ £ _____

TOTAL EXPENDITURE £ _____

NET TOTAL £ _____

Maximum total expenditure £20 per quarter

CHEQUE ATTACHED £ _____

Made payable to Burton-on-Trent u3a

PAID BY BANK TRANSFER £ _____ on date _____

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

**Please note: no cash should be left in post box as it is external to the house and
not secure.**