

Cheadle and Gatley U3A

Record of Group Attendance and Income 2019

If possible, please complete the Records as follows,

Meetings in:	Passed to me during :
April, May, June	July
July, August, September	October
October, November, December	January
January, February, March	Before the end of March if possible, otherwise in April

Please forward the Records and money to me at a Monthly Meeting
or through my letter box at 16 Oakwood Avenue Gatley (just along from Armenique).

If you don't use your regularly booked venue on any occasion, for instance if the Group is going on a visit, **please cancel the booking in advance, and make a note that you have cancelled it in the dates below.**

Thank You Allan Witton

Group name								
Venue								
Dates								
Attendance								
Amount								
Total amount submitted	By Cheque		In Cash		Via Bank Transfer		Date	
Group Convenor					Ask for the C&G U3A bank sort code and account number to use bank transfer			

For Treasurer's use only	
For cheques	Payee
	Dated
	Signed
Date banked	
Bank Reference	