

Cheadle and Gatley U3A Group Record

Quarterly record of Group attendance and income

If possible, please complete the Records as follows,

Meetings in:	Passed to me during :
April, May, June	June or 1st week of July
July, August, September	September or 1st week of October
October, November, December	December or 1st week of January
January, February, March	March or 1st week of April

*Prompt submission of the Group Records is **really helpful** as it is now me who draws up the invoices for the URC and St James, based on the room use given in the Records.*

Please forward the Record and **total money collected from members** to me at a Monthly Meeting, or by post or through my letter box at 16 Oakwood Avenue Gatley SK8 4LR (just along from Armenique). For payments by Bank Transfer just the Group Record should be passed to me.

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 (see below)			
Group Convenor					Date of Bank Transfer			

Payments by Bank Transfer

This can be done by those who have online banking facilities by making a payment directly from your bank into the Cheadle and Gatley U3A bank account:

Cheadle and Gatley U3A Sort Code 20-82-14 Account Number 63580261

You **MUST** enter your initials and surname in the reference box as part of the payment, and the date of the transfer in the box above, so it is quite clear who the payment is from.

It would be appreciated if cash was in notes, £1 and 50p coins and not large amounts of small change

For Treasurer's use only			
Cheques	Payee	Dated	Signed
Date banked			
Bank Reference			
Room Hire audit			

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Note for the technically savvy.

Some pdf viewing software (such as Apple's Preview) allow pdf files to be edited, and text boxes inserted containing the information required above. The edited version can be saved and emailed as an attachment to me without the need to print the form, fill it in and then give or send it to me. I will then print the form for my records.