

Quarterly record of Group attendance and income

Please submit the completed Record before the end of the last month in that quarter
 viz: April to **June** July to **September** October to **December** January to **March**

This is particularly important in March as it's highly desirable that all the income and expenses incurred during this financial year are paid by 31st March.

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

Most Convenors now send an email with the record in the following format, and pay by bank transfer. Tiddlywinks Group at URC.

Meetings on: 6 Jan 3 Feb 3 Mar
 Members 8 X 10

The 3rd Feb meeting was cancelled in advance.

£36 paid by Bank Transfer on 8th March

For paper records with cheque or cash, 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).

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				

Cheques payable to Cheadle and Gatley U3A

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

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.

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