

# u3a Collingham & District

## Group Accounts Record

**Group Name:** \_\_\_\_\_ **Group Leader:** \_\_\_\_\_

**Person completing form:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

<b>Date of Session</b>						
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>1. Money brought forward</b>						
<b>2. Add: Collected for Room Hire</b>						
<b>3. Add: Other money collected</b>						
<b>4. Sub-Total</b>						
<b>5. Less: Expenses</b>						
<b>6. Sub-Total</b>						
<b>7. Less: Cash handed to treasurer on    /    /</b>						
<b>8. Less: Cash banked</b>						
<b>9. Money carried forward</b>						

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### Worked Example

Group Name: Wine Tasting Group Leader: Jane Smith

Person completing form: \_\_\_\_\_ Venue: Martha's Vineyard

Date of Session	1/3/23	15/3/23	29/3/23			
	£	£	£	£	£	£
1. Money brought forward	30.00	20.00	13.00			
2. Add: Collected for Room Hire	20.00	20.00	20.00			
3. Add: Other money collected	5.00		10.00			
4. Sub-Total	55.00	40.00	43.00			
5. Less: Expenses	13.00	2.00				
6. Sub-Total	42.00	38.00	43.00			
7. Less: Cash handed to treasurer on / /		25.00				
8. Less: Cash banked	22.00		23.00			
9. Money carried forward	20.00	13.00	20.00			