

EAST GRINSTEAD U3A

GROUP MEETINGS RECORD

Group Name:

Group Leader:

If your Group uses hired accommodation which is invoiced directly to the Treasurer, please list the venue and room(s) used below:

Venue:

Meeting date		No. Attending	Attendance Fees collected	Hired venue?	BACS reference
TOTALS					

IMPORTANT: Using BACS online for payments

Please do not remit any further payments to the HSBC account You may now ONLY remit your payments online to our new CAF account, using the following data:

Name of account destinee: East Grinstead U3A

Account sort code: 40-52-40

Account number: 00035004

You must identify your remittance otherwise we won't know who it is from. You need to identify the INTEREST GROUP and DATE(s). Please use sensible abbreviations!

If you have remitted your payment(s) online by BACS please add the reference information in the right hand column of the above form. Confirm your transaction to the treasurer by emailing the above information to:

treasurer@eastgrinsteadu3a.co.uk

Payments by cheque

If you continue to use the existing method of remitting payments, please proceed as usual. If you are sending this form by post please address it to:

Keith Mason, 47 Kipling Way, East Grinstead, RH19 1TD

Expenses

Contributions to Group Leader's Expenses should be made at the beginning of the year unless agreed otherwise. Please claim any expenses on an Expenses Claim Form.

Expenses for light refreshments should not be included on this sheet.

If you have any questions, please contact the Treasurer:

treasurer@eastgrinsteadu3a.co.uk