## **GROUP ATTENDANCE REGISTER - Finance**

To the Group Leader:

To comply with the conditions of the U3A Insurance Policy, it is essential that all those attending a Group Activity are current members of a U3A Group. Check membership cards with new group members including those from other U3A's and enter these on the register.

## Please hand in your completed registers at the six monthly meetings.

## Thank you for all you do.

GUIDANCE

Collect from the members sufficient funds to cover cost of running the Group, e.g. hire of hall, speaker, printing.

Use simple accounting for the money collected and any paid out.

Any deficits should be discussed with the Group Co-ordinator.

Where refreshments are provided by a member and money collected for reimbursement this does not have to be recorded.

Investigate reasons for non-attendance after 3 absences.

The space below is to record names of visitors, with date. Visitors are allowed to attend 2 sessions which can be at different groups, unless acting as a carer for a member.

Date	Name	Date	Name	

Date Date Date Date to: Date Date Date Date Period from: Forest Town & District U3A Date **Group Leader:** Date Date Deputy: Membership No Date **Group Attendance Register** Name & Contact No. 4 4 4 4 41 Balance c/f (+ or -) **Total Attendance** Venue: Group: Other expenses **Total Revenue** Balance b/f Hall Rental 6 10 8 Ъ 9 7 e 4 2 1