**SUBJECT GROUP ACCOUNTS SUMMARY FOR THE YEAR 1ST APRIL 2023 – 31ST MARCH 2024**

GROUP LEADER ………………………………………………… GROUP NAME …………………………………………

**Notes for Guidance**

As discussed, the Committee is responsible for reporting all receipts and payments incurred on official U3A business and activities. At the end of the financial year, your accounts will be subsumed into the accounting system which will be externally examined by our Auditors.

Generally, all groups are self-funding but should you require any particular items of equipment that would enhance the development of your group, please contact Marie Catling. Marie will take your proposals to the Committee for approval.

The following is a summary of the receipts and payments incurred throughout the year. You may use your own system or use the form provided by the Treasurer, Nick Stafford. (available on the website <https://u3asites.org.uk/northampton/groups/group>) The Auditors MAY ask to see detailed accounts for individual groups, so please keep them up to date and keep receipts for any items over £20.

|  |  |
| --- | --- |
| 1. Balance of funds brought forward from previous year
 |   |
| 1. Receipts (income) for the year 2023 – 2024
 |  |
| 1. Payments (expenditure for room hire and consumables)
 |  |
| 1. Balance as at 31st March 2024
2. + (2) – (3) = (4)
 |   |

**Asset register**

Do you have any items of equipment purchased from u3a funds? We are required to submit an up to date asset register with our accounts so would be grateful if you would list details of any equipment below:

|  |  |  |
| --- | --- | --- |
| Equipment (include serial numbers where appropriate) | Date of purchase | Cost when purchased |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Signature of Group Leader …………………………………………………………………………………

Checked by Committee member ……………………………………………………………………..…

Date ……………………………………………………………………………………………………………………