

GROUP NAME**GROUP LEADER**

Money taken from members attending Group Meetings does not have to exactly match the cost of hall hire. We should not have the intention of making a profit.

Will the cost of electricity cards be included in the invoice? _____

If NOT the cost of cards or the coins used in the meter should NOT be deducted from the money collected from members but should be reclaimed using an Expenses Claim Form.

DATES

COSTS

Hall Cost per Meeting	
Number of Meetings in Half-Year	
Cost of Electricity	
Total Cost of Hall and Electricity	
Number of Members	
Amount Charged per Member for the Half-Year	
Total Collected from All Members and forwarded to the Treasurer with this form	

To be used for the period 1st January – 30th June or 1st July – 31st December as applicable. Please forward completed forms and payment (cash and cheques) collected to the Treasurer. Individual group members may pay by cheque payable to “Oban U3A”. The Group Leader **must not** bank the funds and write a cheque in payment.

(Glencruitten Church Centre charges - **main hall** £10.00 per hour, **Undercroft** £7.50 per hour, **Gallery and kitchen** £7.50 per hour, **Ambo** £6 per hour)