



PETERSFIELD

Registered charity No. **1060354**

Groups Annual Audit

The Groups Annual Audit should be completed by each Group Leader/ Convener between **1st and 28th of February 2019** as a requirement to meet U3A legal and insurance requirement.

Information Required	Response
Group Name	
Group Leader Name	
Meeting Location	
When and how often does the Group meet	
Number of group members	
Number of regular attendees	
Do you have space for more members, if so how many	
Is there a charge, if so how much	
Confirm all members verified current U3A members	Signed..... Leader
Form completion date	

Thank you for completing the Audit. Please return to Steven Watts, Groups Coordinator by email at stevenpwatts@hotmail.com or by post to 1 Test Close, Petersfield, GU31 4LH.