PEWSEY VALE U3A

GROUP:
GROUP LEADER:

Accounts for Registered Period 1 October ..... to 30 September .....
(please write in years above)

DATE OF MEETINGS

Attendance per session																										

Accounts:	**Brought forward**																										
	Plus money received																										
	TOTAL RECEIVED																										
	Venue hire cost*																										
	Other expenses**																										
	LESS TOTAL EXPENSES																										
	Carried forward																										

* Venue hire cost - please keep receipts if possible
** Please keep receipts of any additional expenditure e.g. Guest speaker

Money collected by Group Leaders which goes towards refreshments, photocopying, telephone calls etc does not need to be recorded on this form