

Preston and District U3A: Meeting Attendance Register

Interest Group / Event: _____ Date: ___/___/_____

	Name	Mem No.	Pd.		Name	Mem No.	Pd.
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

If you are a U3A member from another branch or a non U3A member you will need to complete a separate form. The Group Leader or Organiser will give you a blank form

	Name of non U3A member)	Paid		Name of visitor from another U3A	Paid
1			1		
2			2		
3			3		

----- Group Leaders: please cut here ----- last updated 18th December 2018

Group/Event Name _____ **Date:** ___/___/___ **Making payment electronically Y/N**

Did St Cuthbert's provide any photocopying **Y/N** If so how many

Totals: Preston U3A Members ____ Guests: ____ Non U3A Mem: ____

Cash Collected: £ _____ Expenses (under £10) £ _____ Cash to Treasurer: _____

Group Leaders MUST attach an invoice for any expenses claimed

Event Organiser/ Group Leader's Signature: _____

Ensure you have completed the form including circling the method of payment

Cheque made payable to Preston and District U3A. Put the cheque and slip (invoice for any expenses attached) in a plastic bag and place in the box in the drawer in the office at St Cuthbert's or hand it in at the next monthly meeting, or post: 68 Marsh Lane, Longton, Preston PR4 5ZL

Cash Put the money in a plastic bag with this slip and attach any invoices for any expenses, hand it in at the next monthly meeting. **DO NOT LEAVE CASH IN THE DRAWER**