



APPENDIX F: GROUP MONTHLY RETURNS

SALTBURN DISTRICT U3A - GROUP MONTHLY RETURNS			
GROUP NAME			
VENUE			
GROUP LEADER			
MONTH/YEAR			
GROUP FEE	£		
ATTENDANCE & FEES COLLECTED			
DATE OF GROUP ACTIVITY	ATTENDANCE	AMOUNT OF FEES COLLECTED	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
	TOTAL INCOME	£	
EXPENSES <i>(Please attach receipts)</i>			
DATE	ITEM(S)	COST	
		TOTAL EXPENSES	£
NET AMOUNT GIVEN TO SDU3A TREASURER			
FEES COLLECTED	£		
EXPENSES	£		
NET BALANCE	£		

Please bring your remittance to the monthly update meeting along with this completed form for the month with receipts for expenses and give to the Treasury Team. The update meeting is on the first Friday of each month in the Saltburn Community Centre main hall.