



6 Monthly Return for Group Coordinators

To ensure an accurate record is kept of receipts and payments please complete this form twice per year, as near to the 30th June and 31st December as possible

Group Name	Period ending	Group Leader

This forms needs to be completed by all Groups who have purchases such as equipment, room rental, tickets, coach hire etc or who have funds in the holding account regardless if the Holding account has been used or not in the past 6 months.

If your group has no financial transactions or only use cash only for such items as tea, biscuits then an annual 'nil return' should be given by 31 December each year

Payments

Date	Payment to	Reason for payment	Amount	Receipts attached?
Total Payments				

Receipts

Date	Amount collected from Group	Retained for cash float	Amount To Treasurer
Total			

Cash

Opening cash in hand	
Less payments	
Closing balance	

Money with Treasurer

Opening Balance	
Plus/Minus	
Closing Balance	

Signed Group Leader.....

Dated.....