

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.

This form only needs to be completed by all groups who have purchases of equipment, tickets, room rental, coach hire, etc or have funds on the Sudbury u3a holding account.

If your group has no financial transactions or only use cash for sundry items then a **nil return** should be submitted by the 31st December each year.

Group Name

Period Ending

Group Leader

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Payments

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

Receipts

Date	Funds collected from group	Retained for cash float	Amount To Treasurer
Total			

Cash Receipts

Opening cash in hand	
Plus receipts	
Less payments	
Closing balance	

Money with Treasurer

Opening Balance	
Plus receipts	
Less payments	
Closing Balance	

Signed Group Leader.....

Dated.....