

Sully U3A Group Accounting.

Groups are self-manged and self-financed, however in accordance with the rules of the U3A Trust they must keep a record of their finances.

It is a requirement of all Sully U3A groups to complete a summary of the financial transactions of the group.

As a minimum this summay must be sent to the Treasurer annually.

Groups that operate on a 'cashless' basis should send in a 'nil return'.

Please remember that groups should not hold more than £50 in cash. Funds above that should be deposited with the Sully U3A Treasurer for safe keeping.

You may already have a spreadsheet/workbook that records the necessary information. If so, you are welcome to continue using that one.

If you do not have such a spreadsheet/workbook then this template should be used.

Rows should not be added at the end of the worksheet, as it is designed to print on one page. Once you reach the end simply save the workbook and start a new one. Send the completed workbook to the Sully U3A Treasurer.

Sully U3A Group Accounts

Group: A.N.O. Group			Coordinator: Unsung Hero				
Period beginning: 01/04/2015			Balances B/F:		40.00	0.00	0.00
Date	Transaction/Meeting	Numbers Attending	Receipts	Expenditure	Cash Balance	Held With U3A	Total Balance
05/04/2015	Meeting	15	15.00		55.00		55.00
12/04/2015	Meeting	18	18.00		73.00		73.00
19/04/2015	Meeting	20	20.00		93.00		93.00
26/04/2015	Meeting	19	19.00		112.00		112.00
30/04/2015	OS Room Hire			32.00	80.00		80.00
30/04/2015	To U3A Treasurer			40.00	40.00	40.00	80.00
03/05/2015	Meeting	12	12.00		52.00	40.00	92.00
08/05/2015	From U3A Treasurer		25.00		52.00	40.00	92.00
17/05/2015	Meeting	15	15.00		67.00	40.00	107.00
24/05/2015	Meeting	18	18.00		85.00	40.00	125.00
26/05/2015	Purchase of something			50.00	35.00	40.00	75.00
					35.00	40.00	75.00
					35.00	40.00	75.00
					35.00	40.00	75.00
					35.00	40.00	75.00
Balances C/F:					35.00	40.00	75.00

Notes

Enter the balances at the start of this period, brought forward from any previous sheet.

Money collected at meetings: Enter number attending and money collected.

Expenditure: Payments for room hire, purchases etc.

Deposit of funds with the Treasurer for safe keeping. Enter the amount in expenditure AND the resulting balance held with the U3A.

Return of funds from the Treasurer: Enter the amount in Receipts AND the Remaining Balance Held with the U3A.

Please do not add extra rows to the spreadsheet. Once you get to the end save it and send to the treasurer, and then start a new workbook.

Remember to put the Carried Forward balances as B/F balances on the next workbook.