



Tadley and District U3A
Registered Charity No 1150232

Give this sheet to the Treasurer at the end of each Quarter with the monies collected as detailed below

Group Attendance & Fee Collection Summary Sheet

B

Group					
Year					
Period	Jan. to Mar.	April to June	July to Sept.	Oct. to Dec.	Delete as appropriate
Leader					
Venue					
Time	from		to		

Dates ->														
Please enter the number of members attending each session as recorded on Sheet A														
Please enter the total value of money received for each session														
Cost of Incidental expenses such as refreshments. (See Note 1)														
Money submitted to Treasurer (See Note 2)														

£ -

Total Attendance Fees Income for the Quarter

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Signed Group
Leader

Date

Note 1: You may claim for any incidental expenses such as refreshments or photocopying. Receipts to cover the claim MUST be provided

Note 2: The money submitted to the Treasurer is the total attendance fees collected less expenses incurred

Treasurer's use only					Signature
Amount Banked	£	Date		Paid in by	

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