

## **Thorley U3A**    Notes on the use of the forms, 10, 11, 12.

These forms are intended to be printed, completed by hand and then given to the treasurer.

### **Form10.**

Please use this form when paying the Treasurer any monies either cash or cheques. It is easy to follow and should be used every time you need to pass money to me. You can put it with the monies, in a sealed envelope. I will then check it and supply you with a receipt.

### **Form 11**

This form is the summary form for after the Trip or visit; the way money is handed over at present using your own forms is also fine by me. Please remember if organising a trip, make sure you cover all possibilities.

### **Form 12**

This form is your Expenses claim form, whatever way this was recorded before please now make use of these forms so that it is uniform for me to enter expenses. This makes sure that I am able to get the cheque to pay your expenses off quickly to you. Please remember to include all necessary vouchers.