

**WELLS u3a INCOME SUMMARY FORM**

- 1 If paying in more than one cheque please complete a Paying In sheet as well as this Summary Form
- 2 List the cheques on the Paying In Sheet in Groups, i.e. under the Trip or Event name
- 3 Ensure all cheques are made out to WELLS U3A, are dated, signed, and that the figures and words match
- 4 When complete you can email the Paying In Sheet, or post it with the cheques and Summary Form to the Treasurer:  
Mike Lee, Rathdownie, Wookey Road, Wells BA5 1NA  
Email: it.wellsu3a@gmail.com  
Telephone: 01749 673529



<b>TOTAL OF CASH/CHEQUES/BACS</b>	<b>£</b>	<b>NUMBER OF CHEQUES:</b>	<b>NUMBER OF BACS:</b>
<b>TOTAL CASH: £</b>		<b>TOTAL CHEQUES: £</b>	<b>TOTAL BACS: £</b>

Signature: \_\_\_\_\_

NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Subs/Event/Visit/Group: \_\_\_\_\_

**FOR TREASURER'S OFFICIAL USE:**

<b>Paying In Reference No:</b>		<b>Date Paid In:</b>
<b>Bank Account:</b>	<b>Main / No 2</b>	<b>SERIAL REFERENCE NO:</b>

Notes: \_\_\_\_\_  
\_\_\_\_\_  
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