



Class Fees Accounting Record

Month	
Class Subject	
Location	
Class Fee	
Leaders name	

Date of Class	Class Attendance	Total Fees £
Total for Month		
Date paid to Treasurer		

Notes for Class Leader

Please complete a separate copy of this form for **each calendar month** that your class is active and pass to the Treasurer with the cash collected as soon as possible e.g. following coffee morning but, in any event, no later than the end of the following month.

It is preferable that monies collected is not passed through a personal bank account but please feel free to do this if for reasons of security or peace of mind.

If a class has been cancelled for any reason, could you please enter the appropriate date and write 'Cancelled' in the total fees column. This information is required when calculating accommodation payments.

Please make cheques payable to WHITBY WHALER U3A

In the case of query or for additional forms please contact Janice Shade, The Treasurer.

Contact number available on the website or on the monthly newsletter.