SOUTH LAKES U3A GROUP INCOME RETURN

This form is for use by groups which incur rental costs for accommodation and collect attendance fees from the members.

It should be completed and submitted to the Assistant Treasurer at least quarterly at the end of June, September, December and March; or more often if you accumulate a large amount of collected money.

Please include receipts where available for any expenses claimed.

GROUP NAME:

CO-ORDINATOR:

MEETINGS INCOME		
Date	No. Attending	Income (£)
	Total income:	
	Net income returned:	

EXPENSES		
Date	Details	Amount (£)
	Total expenses:	

Signature: Date:

Net income can be remitted by bank transfer to South Lakes U3A at Sorting Code Number 05-05-40 Business Account number 34326483. Please use your Group Name as the reference.

Please tick this box if you are remitting by bank transfer ☐

Return to : Audrey Stainton, SLU3A Assistant Treasurer, 3 Birchwood Close, Kendal LA9 5BJ
or email, along with receipts for expenditure, to : slu3aassistanttreasurer@gmail.com