

GROUP INCOME & EXPENDITURE FORM

TO BE COMPLETED BY GROUPS WITH NO VENUE COSTS if an expenditure made

For Month _____ Year 20____

NAME OF GROUP _____

LEADER _____

EXPENDITURE Maximum total expenditure £20 per quarter else use Group Request Form

ADMINISTRATION PHOTOCOPYING / PRINTING

Outside copies ____ £ _____ Attach Receipts

Home copies ____ @ 12p £ _____

OTHER EXPENSES Detail and Attach Receipts

_____ £ _____

_____ £ _____

_____ £ _____

TOTAL EXPENDITURE £ _____

Please return this form monthly to the Treasurer by

1. email to *treasurer@botu3a.org*
2. post to Treasurer, 6 Blythfield, Burton on Trent DE14 1TU
3. Hand deliver Cheque/cash and form in person at one of our coffee mornings.