



GROUP INCOME & EXPENDITURE FORM

TO BE COMPLETED BY GROUPS WITH VENUE COSTS

For Month _____ Year 20____

NAME OF GROUP _____

LEADER _____

INCOME

SESSION FEES

_____ @ £1.50 £ _____

_____ @ £2.00 £ _____

_____ @ £ _____

TOTAL INCOME £ _____

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, do not include venue or speaker costs

_____ £ _____

_____ £ _____

_____ £ _____

TOTAL EXPENDITURE £ _____

NET TOTAL £ _____

CHEQUE ATTACHED £ _____ Made payable to Burton-on-Trent u3a

PAID BY CASH direct to Treasurer £ _____ on date _____

PAID BY BANK TRANSFER £ _____ on date _____

Please return this form with Sessions fees monthly to the Treasurer by

- Bank transfer and form emailed to treasurer@botu3a.org
- Post cheque and form to Treasurer, 6 Blythfield, Burton on Trent DE14 1TU
- Hand deliver cheque or cash with form at one of our coffee mornings