

Group Income Return

Charity No: 1030281

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

It should be completed and submitted to the Assistant Treasurer*, by email, at least quarterly or more often if you accumulate a large amount of collected money.

Please include available receipts for any expenses claimed.

GROUP NAME

CO-ORDINATOR

MEETINGS INCOME			MEETINGS EXPENSES		
Date	No. Attending	Income (£)	Date	Details	Amount (£)
Total Income			Total Expenses		
Net Income Returned					

Signature

Date

Net income should be remitted by bank transfer to South Lakes U3A BCC at Sort 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

If it is not possible to pay by BACS, a cheque can be sent to the **Assistant Treasurer*** along with the accompanying form. If you need to pay in cash, there will be an opportunity to do so prior to the Monthly Meetings – between 9.30am and 10.00am at the Castle Street Community Centre.

*Susan Belton-Jones, 55 Paddock Drive, Kendal LA9 5FJ AsstTreasurer@southlakesu3a.org.uk