u3a South Lakes

Group Income Return

Charity No: 1030281

Please submit this Group return form detailing numbers attending the Group meetings along with the amount collected. Admin expenses for the running of the group, up to the value of **£5 per return**, can be deducted from the amount paid in. Any other expense claims must be agreed in advance and submitted using the Expense Claim form available on the Slu3a website.
Please submit receipts along with expense claims.

Frequency – Monthly meetings = quarterly submissions; Weekly meetings = Monthly submissions
If the amount collected reaches **£200**, please pay in as soon as possible.

Group			Co-ordinator		
Date	**No. attending**	**Income**	**Date**	**No. attending**	**Income**
Amount collected (a)			Amount collected (b)		
Expenses (c)			Total Paid in (a+b-c)		

Signature Date

Pay in by bank transfer (BACS) to **South Lakes U3A BCC**
Sort Code Number **05-05-40** Business Account number **34326483**
Please use your **Group Name** as the reference.

Payment made by BACS YES / NO Email completed form to assttreasurer@southakesu3a.org.uk

If you can't pay by BACS, a cheque can be sent to the **Assistant Treasurer*** along with the completed form. If you need to pay in cash, there will be an opportunity to do so prior to the Monthly Talks – at the Castle Street Community Centre.

*Derek Ridgway: 2a Haverwood, Woodhouse, Milnthorpe LA7 7LN