

PRESTON & DISTRICT u3a MEETING ATTENDANCE SHEET

Interest group/event:

Location/Venue:

Cost pp: £

Date:

	Name	Mem No:	Paid		Name	Mem No:	Paid
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			
	Name of non u3a member		Paid		Name of u3a visitor	Mem No:	Paid
1				1			
2				2			
3				3			
4				4			

Total u3a attendees: _____ Visitors from another u3a _____ Guests: _____

Total collected from group: £ _____ Tutor Fee: £ _____ Photocopies: _____

Expenses: Under £10: £ _____

Total Money to group treasurer banked: £ _____ Bacs: YES/NO Cheque YES/NO

Group Leader Signature: _____ Date: _____

Please ensure you have completed all the sections and attach any Tutor receipt/invoice to the attendance sheet.

Cheques to be made payable to: Preston & District u3a.

Paying electronically by Bacs: please put the group name in the reference box made payable to: Preston & District u3a Sort Code: 30-96-85 Account no: 50061060.

If paying for two or more groups, please state which group & the amount of each group.

Please leave the attendance sheets in the green files (before the end of the month) in St. Cuthbert's office or St. Martin's. These will be collected weekly by the Interest group treasurer. Cheques can be placed in the red box in the drawer (with group name on the back) in St. Cuthberts office NO CASH PLEASE or handed in to the Membership Secretary at the monthly social.

Expenses over £10: fill out an expense form, attach the receipt, and send it to the treasurer.