

Meeting Attendance Register:

Interest Group / Event: _____ Date: ___/___/_____

	Name	Mem No.	Pd.		Name	Mem No.	Pd.
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

If you are a u3a member from another branch or a non u3a member you will need to complete a separate form. The Group Leader or Organiser will give you a blank form

	Name of non u3a member	Paid		Name of visitor from another u3a	Paid
1			1		
2			2		
3			3		

----- Group Leaders: please cut here -----

Group/Event Name _____ **Date:** ___ / ___ / ___ **Making payment electronically Y/N**

Did St Cuthbert's provide any photocopying **Y/N** If so how many

Totals: Preston u3a Members ___ Guests: ___ Non u3a Mems: ___

Cash Collected: £ _____ Expenses (maximum £10) £ _____ Cash to Treasurer: _____

Group Leaders MUST attach an invoice for any expenses claimed

Event Organiser/ Group Leader's Signature: _____

Ensure you have completed the form including circling the method of payment

Cheque made payable to the u3a. Put the cheque and slip (invoice for any expenses attached) in a plastic bag and place in the box in the drawer in the office at St Cuthbert's or hand it in at the next monthly meeting,