



# Group Meetings – Income & Expenditure (Form 2, Nov 2019)

To: The Treasurer

From: Coordinator (Please Print):.....

Tel: .....

Name of Group:.....

**Group ID**.....

HALL Groups only, Charge per Meeting £.....

## Income - For Meetings between:

/ / and / / £..... (4006)

Other sources (please detail)..... £.....

..... £.....

**Sub total Income** £.....

## Expenditure

Refreshments - HOME Groups only, no receipts required  
Deduction for \_\_\_\_\_ Members @ 0.25 pence each £..... (7200)

Refreshments - HALL Groups only, attach receipts where possible £..... (7200)

Other deductions (provide details and attach receipts where possible)  
..... £.....

..... £.....

..... £.....

**Sub total Expenditure** £.....

**Total Income minus Expenditure:** £.....

**Cheques** payable to U3A Dacorum

### Bank Transfer to:

Account Name: U3A Dacorum, Sort Code: 23-05-80, Account Number: 13322848

**(THIS BANK ACCOUNT IS NOT TO BE USED FOR MEMBERSHIP FEES)**

Please use as a reference "Group ID, Dates from/to, e.g. 177, Sep – Dec 2019" and post or email a scan or photo of this Form 2 and any accompanying receipts to [treasurer@u3adacorum.org](mailto:treasurer@u3adacorum.org)

Signature.....

Date.....

### Treasurer's use only

Department Code .....Cheques/BTRF £ ..... Remittance Number/  
Received BTRF Ref/Date.