

BECCLES u3a GROUP MONTHLY INCOME RETURN

IT IS IMPORTANT TO COMPLETE A RETURN EVEN IF NO INCOME/EXPENSES ARE INVOLVED.

Please enter 'NIL' if no cash transactions. Thank you.

GROUP NAMEGROUP CONVENOR.....

Meeting Date	No. Attending	INCOME Details	Amount
		Income B/fwd	
<u>INCOME TOTAL</u>			

Meeting Date	No. Attending	EXPENDITURE Details (please attach receipts where available)	Amount
<u>EXPENDITURE TOTAL</u>			

Date	SUMMARY	Amount
	Income total from above	
	Less expenditure total from above	
<u>Balance cash in hand c/fwd</u>		

Please forward income returns every four months to Lacey Baxter. The periods are from April - July, August - November and December to March and paperwork should be submitted by the 10th of the following month. They will be returned to you for filing by end of month submitted.

Lacey Baxter, 39 Ingate , Beccles NR34 9RX

Telephone 01502712277 Email: groupexp.becclesu3a@gmail.com