

**HASLEMERE U3A**

**Class attendance & fees 2017-18**

Group name

Date												Total
Member's name	No.											
Total number												

Signed	Date

Total fees received @		
Less expenses (details attached)		
Net amount submitted		£0.00

Enter the name of the group at the top of the form  
 Enter the date of the meeting at the top of the column  
 List members names and U3A numbers and place a '1' for attendance in appropriate column  
 Enter the names of visitors and V in the membership number column  
 Enter total numbers attending each meeting  
 Cross total to the end column for each member  
 Calculate total fees at fee per head agreed for your group  
 Deduct any expenses and sign and date the form  
**Send form with cheque made out to The Haslemere U3A to the Treasurer, Michael Foster,**  
**at 33, Courts Hill Road, Haslemere, GU27 2PN Tel 01428 654518**