HASLEMERE U3A **Class attendance & fees 2018-19**

Group name

Date											Total
Member's name	No.										
Total number											

Signed	Date

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

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**