



GROUP LEADER FINANCE FORM - Tutor led groups

Group _____ Group Leader _____

Term [delete as appropriate] *Autumn / Spring / Summer*

Tutor _____

Calculation

Tutor's fee per term (A) £ _____

Number of attendees in second week (B) _____

Divide the tutor fee by number of attendees to give the Tutor fee per person (=A/B) £ _____

<i>Example</i>	£	250.00
		17
	£	14.71

Tutor fees collected

Tutor fee per attendee	£ _____
Number of attendees	_____
Total collected	£ _____

Anyone on the enrolment list who does not appear in week one should be contacted to see if they do intend to attend the group. Then calculate the tutor fee to be charged based on the number attending in week two including those who have confirmed attendance later in the term.

Charge the actual amount as calculated. In the example this would be £14.71.

Do not round this figure up or down.

Make a copy of this register for your records

Treasurers use only			
Date banked	Amount banked	Paying in slip	Banked by
	£		