



Fleet and District

B

Attendance and fee collection record Sheet B (including Temporary Membership)

Group
Term Autumn/Spring/Summer* (delete as appropriate)
Group Leader
Secretary
Venue
Postcode
Time (from to)

Send this sheet to the TREASURER at the end of the term with the collected monies and any Temporary Membership forms

Date >>>															
Enter number of people attending each session from Sheet A:															
Enter number of Temporary Memberships included above:															
Enter total money received each week [see Note 1]															
Cost of incidental expenses [see Note 2]															
Money to be submitted to the Treasurer [see Note 3]															
Total money being submitted for term:	£			Signature								Date			

- Note 1** This includes Attendance fees and any Temporary Membership fees.
- Note 2** You may claim for any incidental expenses such as photocopying. Receipts to cover the claim MUST be provided.
- Note 3** This is the total of the money received each week LESS the incidental expenses.

Make a copy of this register for your records

Treasurers use only										Paid in by [signature]					
Date banked		Amount banked	£		Paying in slip										

Revised September 0