Group leader

# Downham Market and District U3A
# Group Leader's Return

Group _____

Period covered by this return:
From date: _____ To date: _____

| INCOME | | | |
|---|---|---|---|
| Date | Details | £ | p |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total | | |

| EXPENDITURE | | | |
|---|---|---|---|
| Date | Details | £ | p |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total | | |

Signed by Group Leader

| Summary: | Amount | |
|---|---|---|
| Opening Balance | (1) | |
| Income | (2) | (3) |
| Expenditure | (4) | (5) |
| To Treasurer | (6) | |
| Closing balance | | (7) |

Please return this form by the end of April, July, October and January, to help the treasurer. If you prefer to complete it monthly, this is fine.

Reviewed January 2024