u3a learn, laugh, live **Fleet & District**

Attendance and Fee Collection Record Form A
Venue & Tutor fees (Rev AUG 2025)

This form is to be sent to the Treasurer, with Form B, once the fees have been collected. A final copy must also to be given to the Treasurer at the end of each term.

Group:

Term: Autumn/Spring/Summer* **(*delete as appropriate)**

Group Leader(s):

Tutor's Name (if applicable):

Venue:

Time: (from to)

Venue Contribution: £1≤1Hr / £2≤2Hr / £2.50≤2.5Hr / £3≤3Hr

Term Fees																	
Venue Fee:																	
Tutor Fee:																	
paid to Tutor*/Treasurer*	**202_**																**Payment Type**
Total Fee:	**Month**																
No. in Group:	**Date**																
NAME	**Mem No.**																
Total Attendance (carried forward to next page)																	

Note 1: ***Please use the following to indicate method of payment: B for Bank Transfers, Ch for cheques, £ for cash.***

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See comment on Page 1.	**Group:** **Term: Autumn/Spring/Summer*** **(*delete as appropriate)** **Group Leader(s)**

	202_																
	Month																
	Date																**Payment Type**
Total Attendance brought forward.																	
NAME	**Mem No.**																
TOTAL ATTENDANCE																	

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