

Form B – Venue Fees Paying In Form - must accompany each and every payment from Groups to Treasurer

Group Name:

Term: Winter/Spring/Summer **Year:** 20

Venue fees collected on date:

At £1 ≤ 1 Hr, £2 ≤ 2 hrs, £2.50 ≤ 2.5 hrs, £3 ≤ 3Hrs (Hrs as in Programme)

Number of sessions: Cost per member: £ Number of members:

Amounts collected.

In Cash £

In Cheques £ (payee must be - Fleet & District U3A)
(Group Name and Members name required on reverse of cheque)

Total Collected £ and passed to Treasurer.

Date submitted to Treasurer:

Expected amount by BACS £ (as advised by members)

BACS/Bank Transfer payments must have the format below:

Group Reference-Name of member

(Group References are in the Programme in brackets alongside the name of each Group, Member Name - use as many characters as your own Bank allows)

Bank Account Details for BACS/Bank Transfers:

CAF Bank Name - Fleet & District U3A Sort Code - 40-52-40 Account No - 00006405

(Confirmation of Payee service not available on CAF) HSBC Bank no longer used.
If your Bank rejects ampersand (&) try Fleet and District U3A instead, or just Fleet U3A

Signed:

Name:

For Treasurer use only

Beacon ref

Amount banked to CAF from above £

BACS receipts from bank statement £

Amount to Petty cash £