

Attendance and Fee Collection Record Form A

Venue & Tutor fees (Rev June 2026)

This form is to be sent to the Treasurer, with Form B, once the fees have been collected. A final copy must also 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):

Term Fees

Venue Fee:

Tutor Fee:

paid to Tutor/Treasurer**

Total Fee:

No. in Group:

Venue:

Time: (from to)

Venue Contrib: £1≤1Hr/ £1.50≤1.5Hr/ £2/≤2Hr/ £2.50≤2.5Hr/ £3≤3Hr

202_

Month

Date

NAME

Mem No.

Payment Type

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.

Attendance and Fee Collection Record Form A
Venue and Tutor fees (Rev SEP 24) (contd)

See comment on Page 1.

Group:

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

Group Leader(s)

202_

Month

Date

Total Attendance brought forward.

Payment Type

NAME

Mem No.

TOTAL ATTENDANCE

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

