FLEET AND DISTRICT

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 – 1hr, £1.50 – 1.5hrs, £2- 2hrs, £2.50 - 2.5hrs, £3- 3hrs (Hrs 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 your group members)

BACS/Bank Transfer payments must have the reference format below:

Group Code-Name of member e.g. Art12-Alan Jones

(Group Codes 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 £

Form B revised June 2026