

# COUNTSTHORPE U3A

## GROUP ACCOUNTING SUMMARY FOR THE YEAR ENDED 31 March 20.....

Group Name ..... Group Leader .....

	INCOME		Rent		To Treas		Other		Details	TOTAL	
	£	p	£	p	£	p	£	p		£	p
20....											
April											
May											
June											
July											
Aug											
Sept											
Oct											
Nov											
Dec											
20.....											
Jan											
Feb											
Mar											
<b>TOTAL</b>											

	£	p
Balance held 1 April 20.....		
Add Income		
Deduct Expenses		
<b>Balance held 31 March 20.....*</b>		

**\* This figure must agree with the actual amount held**

Signed ..... Date .....

**NOTES (Please read carefully before completing the form)**

- Throughout the form, please fill in the year to which the summary refers as indicated (20....)
- For groups that do not charge for the meetings, but collect a small contribution for refreshments, they do not have to complete this form for their income and expenses.
- However each Group Leader must still complete the form with a nil return.
- Those groups that pay their monies into the Main Group Accounts should still notify any expenses paid out of cash receipts and any cash monies held on 31 March (our year-end) so that we have a complete record for the year-end accounts.