

## FARNHAM U3A GROUPS' PETTY CASH SHEET

<b>GROUP NAME and NUMBER</b>	<b>LEADER</b>
<b>YEAR</b>	<b>SECRETARY</b>

<b>DESCRIPTION OF ITEMS</b>	<b>RECEIVED</b>	<b>SPENT</b>	<b>BALANCE</b>
MONEY FROM MEMBERS			
PRINTING			
NAME LABELS			
EXTERNAL SPEAKERS			
BALANCE REMAINING			

I CONFIRM THE ABOVE .....

DATE .....

The Group Leader should type in their name (above) to confirm their accounts. The completed sheet and any receipts should be emailed to the Treasurer, no later than **5 July each year**.

Any questions, email: [treasurer@farnhamu3a.org.uk](mailto:treasurer@farnhamu3a.org.uk)

An online copy of this petty cash sheet can be downloaded from the Farnham U3A website from <http://farnhamu3a.org.uk/class-forms/> and saved onto your computer. You can then type in your details and financial accounts and email your completed cash sheet to the treasurer.

### NOTES

While the ethos of U3A is to give freely of talents, time, and a little money, your U3A Committee is aware that some groups, during the course of the year, collect small sums of money to cover some of their expenditure. The Third Age Trust (our umbrella organisation) has revised its guidance on financial matters to help ensure absolute financial probity:

- Completion of this sheet throughout the year means that all of our financial activity is properly recorded and can be evidenced.
- In the unlikely event that you have a year-end balance, the treasurer can report this as a groups' "memorandum item" in the accounts.

This process is designed to protect both Trustees and Group Leaders who have a legal responsibility to ensure the safe custody of members' money