



Balance Sheet for Trip or Event (Form 3, Nov 2019)

To: The Treasurer

Date:.....

From: Organiser:
(Please Print)

Tel:

Name of Group:

E

EVENT or VISIT to:

.....
.....

DATE OF TRIP OR EVENT:

COACH COMPANY or VENUE:.....

..... PLACES SOLD @ £ EACH TOTAL £.....

(All cheques are to be made payable to 'U3A Dacorum' and passed to the Treasurer when the Trip or Event is confirmed. **NO PAYMENTS ARE TO BE MADE BY BANK TRANSFER**)

LESS COACH OR VENUE HIRE (Invoice No:.....) £.....
(Pass to the Treasurer as soon as received)

LESS ENTRANCE FEES/TICKETS £.....

LESS DRIVER'S TIP £.....

CALCULATED SURPLUS or (LOSS) TO U3A FUNDS £.....

Organiser's comments.....
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Please complete as appropriate. This is a Balance Sheet, NOT an Expense claim. Reimbursement of Driver's Tip, Entry Tickets etc. must be claimed on Committee/Coordinators' Expense Claim (Form 1, Nov 19) and Advance Payment requirements are to be claimed on Advance Payment/Cheque or Bank Transfer Request (Form 4, Nov 19)

Treasurer's use only

Checked against computer records Date:.....