u3a learn, laugh, live Burgess Hill

REGISTER OF ATTENDANCE – TO BE COMPLETED BY ALL GROUPS

GROUP: **CONVENOR:** **Sheet no:**

LEADER: **TERM:**

Name of Member	card check									
Visitors										
Total Members attending										
Total amount received										

Total amount collected during the Term - £

Please ensure that Membership Cards are checked at the start of the year and for new members when they join.

Please send the Register of Attendance to your Groups Coordinator.

If paying by cheque for the amount collected this should be sent to the Treasurer at the end of each quarter on or by: March 31st; June 30th; September 30th & December 31st

If paying by bank transfer please quote the name of the Group as a reference and transfer to *Lloyds Bank "Burgess Hill u3a", sort code 30-99-50, account number 86486260.*

Any expenses will be refunded by the Treasurer on receipt of a completed Expenses Claim Form and should not be deducted from the member's contribution to room rental.

Send all cheques to Jane Glaister; 10 Wingle Tye Road, Burgess Hill, RH15 9HP

Reviewed April 2026