

**RADCLIFFE-ON-TRENT U3A**  
**GROUP ATTENDANCE AND RECEIPTS RECORD (FORM B1)**

To comply with the conditions of U3A insurance policy, it is important that all those attending a group activity are current members of the U3A. Recording the membership number will help to ensure this.

Group.....

Meeting At.....

Date.....

Group Leader.....

No	Name	Date & Paid	Date & Paid	Date & Paid	Date & Paid	Membership Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Please return this form with money collected to the Treasurer:**

Email [fin@rot-u3a.org.uk](mailto:fin@rot-u3a.org.uk)

This part to be completed by the Treasurer and returned to the Group Leader

Received the sum of.....

from

Group.....

Signed.....

Date.....