



Balance Sheet for a Trip or Event

To: The Treasurer
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Date:

From: Organiser Tel:
(Please Print)

Name of Group

EVENT or VISIT TO.....

.....

..... DATE OF TRIP or EVENT.....

COACH COMPANY..... **or** VENUE

.....PLACES SOLD @ £..... EACH £.....

(All cheques are to be made payable to 'U3A Dacorum' and passed to the Treasurer when the trip or event is confirmed)

LESS COACH or VENUE HIRE (Invoice No:.....) £.....

(Pass to the Treasurer as soon as received)

LESS ENTRANCE FEES / TICKETS £.....

LESS DRIVERS TIP £.....

CALCULATED SURPLUS or (LOSS) TO U3A FUNDS £_____

Organisers Comments.....

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Please complete as appropriate. This is a Balance sheet, **NOT** an expense claim. Reimbursement of Drivers tip, Entry Tickets etc. must be claimed on EXPENSE CLAIM (Form 1) and Advance Payment requirements are to be claimed on CHEQUE REQUEST (Form 4).

Treasurer's use only

Checked against Computer Records..... Date.....