

Registered Charity No. 1101615

Annual Return for Group Coordinators

To ensure an accurate record is kept of receipts and payments please complete this form each year, as near to the 31st December as possible

| | | |
|------------|---------------|--------------|
| Group Name | Period ending | Group Leader |
| | | |

This forms needs to be completed by all Groups who have purchases such as equipment, room rental, tickets, coach hire etc or who have funds in the holding account regardless if the Holding account has been used or not in the past year.

If your group has no financial transactions or only use cash only for such items as tea, biscuits then an annual 'nil return' should be given as at 31 December each year

Payments

| Date | Payment to | Reason for payment | Amount | Receipts attached? |
|-----------------------|------------|--------------------|--------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Payments | | | | |

Receipts

| Date | Amounts collected | Retained for cash float | Amount To Treasurer |
|--------------|-------------------|-------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

Cash

| | |
|----------------------|--|
| Opening cash in hand | |
| Less payments | |
| Closing balance | |

Money with Treasurer

| | |
|-----------------|--|
| Opening Balance | |
| Plus/Minus | |
| Closing Balance | |

Signed Group Leader.....

Dated.....