**Crawley U3A Cheque details Sheet** **This form is only needed when forwarding <u>many cheques</u> by post to the Treasurer**

Its purpose of this form is to hold a record of cheques received by a Group, in case they get lost between them and reaching the U3A bank account

**Group** **Event** **Date**

| Cheque No | Cheque Date | Amount | Notes | Account in the Name of | Bank | Sort Code | A/C No |
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| | Total | £0.00 | | No Cheques 0 | | | |

When completed, <u>this form should be retainded by the Group</u> until either they have been informed the Treasuer has received the cheques or the next Annual Report has been issued.

**If prepared using an Excel Workbook, it would be appreciated if the worksheet could be emailed to the Treasurer.** Revised 14/05/2011

This Form is available as an Excel Workbook, please state which version of Excel applies