

**WELLS u3a INCOME SUMMARY FORM**

- 1 If paying in more than one cheque please complete a Paying In sheet as well as this Summary Form
- 2 List the cheques on the Paying In Sheet in Groups, i.e. under the Trip or Event name
- 3 Ensure all cheques are made out to WELLS U3A, are dated, signed, and that the figures and words match
- 4 When complete you can pass this form to any of the following people : Treasurer, Donald Branch, Mike Lee, Peter Evans who will pay the relevant monies into the bank  
Treasurer: John Laycock, Gemstones, 80 Severn Road, Weston-super-Mare, BS23 1DU  
Email: jdl.wells.u3a@gmail.com Telephone: 01934 626483 (landline) or 07518286182 (mobile)

TOTAL OF CASH/CHEQUES/BACS	£	NUMBER OF CHEQUES:	NUMBER OF BACS:
TOTAL CASH: £		TOTAL CHEQUES: £	TOTAL BACS: £
Signature:			
NAME:		Date:	
Subs/Event/Visit/Group:			
FOR USE OF PERSON PAYING INTO BANK:		Signature of person paying in	
Paying In Reference No:		Bank Account: Main / No 2	Date Paid In:
FOR TREASURERS USE:		SERIAL REFERENCE NO:	
Notes:			

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FOR TREASURERS USE:		SERIAL REFERENCE NO:	
Notes:			