

Form aa (Example)



FINANCIAL BREAKDOWN FOR TRIPS/EVENTS

GROUP (IF APPLICABLE)

EVENT/TRIP:

DATE(S):

ORGANISER(S):

INCOME AND EXPENDITURE – BUDGET AND ACTUAL

	Budget		Actual	
	No.	Total		
Expenditure				
Coach	1	400	1	400
Entry Tickets@£4 each	25	100	27	108
Driver's tip	1	30	1	30
Other – please specify				
1				
2				
3				
4				
A. Total expenditure		530		538
Income				
Tickets @ £22 each	25	550	27	594
B. Total Income		550		594
Surplus/ deficit (B-A)		20		56

ACTUAL SURPLUS - REFUND CALCULATION – TO BE COMPLETED AFTER THE EVENT

1.	Total members on trip	27.00
2.	Surplus generated	56.00
3.	Surplus amount per member (2 divided by 1)	2.07
4.	Refund per member (3 rounded down to nearest £1)	2.00
5.	Total refunded to members (4 multiplied by 1)	54.00
6.	Total retained by U3A (2 minus 5)	2.00

**** 100% of any surplus of less than £1.00 per member is retained by the U3A**

