Treasurer Report

Please pay £1 per person who attends your meeting each week or the suggested minimum donation for your meeting, which ever is greater. All new meetings have a 6-week grace period before the suggested minimum donation kicks in. If you can afford to give more to the SRC, please do. We urgently need to grow the income the SRC is receiving each month to help keep the doors open.

Payments should be made at the end of each month for the meetings you have held during that month.

**Payments must be made by the 5th of the following month.** (eg if you are paying for the month of February, your payment must be made by 5th March)

Meeting Name and Day/Time:

Treasurer Name:

Telephone Number:

Email:

Month:

|  |  |  |
| --- | --- | --- |
| Meeting Dates | Number of Attendees | Amount Paid to SRC |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Totals: |  |  |

Please provide us with the number of people who have attended each meeting and the amount you are paying to the SRC for each meeting (£1 per person who attends or minimum donation, whichever is greater), along with a total amount being paid.

The SRC banks at METROBANK and deposits can be made by transfer or in person (nearest branch to SRC is Holborn across from the tube station)

Acct Name: Soho Recovery Centre Business Instant Access Account

Acct Number: 24149285 Sort Code: 23-05-80

**PLEASE ENSURE YOU ONLY PAY INTO THIS EXACT ACCOUNT AND INCLUDE A REFERENCE WITH THE PAYMENT** (e.g. Friday 6pm meeting =FRI6PM - otherwise we have no idea who the payment is from)

Please email this form to accounts@sohorecoverycentre.org