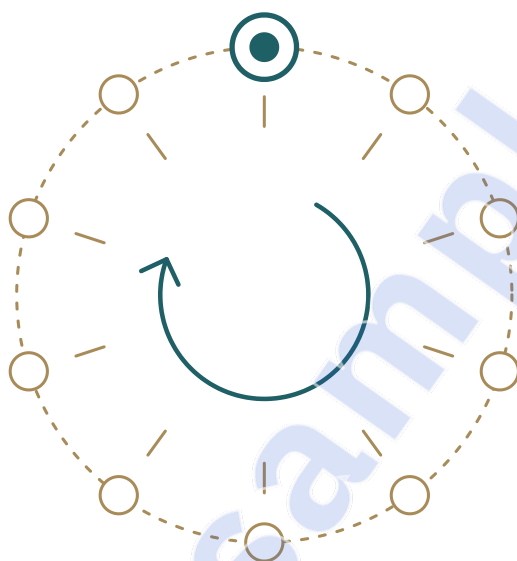




Savings Circle

Our circle notebook



Each round, one slot receives the pot

Also known as: savings circle, susu, pardner, committee, ROSCA, tontine

Circle name: _____

Organized by: _____

First round: _____

Printable edition · A4

The rules we agreed on together

Check what the group has decided, or write your own rule. The notebook does not suggest any extra amount for late payments.

The payout order is decided:

☐ By agreement among the members

☐ Based on the needs each member shares

☐ In the order members signed up

☐

If a payment is late:

☐ A polite reminder, then we wait for the payment

☐ The person who organizes the circle talks directly with the person concerned

☐ The group discusses it at the next meeting

☐

Round swap between two members:

Slot freed up before the end:

New slot added during the circle:

Date of the agreement:

 Round schedule

Round 1 goes to slot 1, round 2 to slot 2, and so on. Write down the handover date once the pot has been given.

Round	Planned date	Recipient	Pot	Handed over on
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

PAYMENTS



Payment grid: rounds 1 to 15

One box per slot and per round. Print the grids once, and the round sheet for each meeting.

Write the name for each slot in the first column, in payout order. Each round, mark P or L in that round's column.

Slot	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Planned date															
1															
2															
3															
4															
5															
6															
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28															
29															
30															

P = Paid, L = Late. Leave a payment blank if it is not due yet.

Message templates

Five short templates to copy into your messaging app. Fill in the blanks and change the wording as you like.

Fill in the blanks with the information from the notebook. Keep the tone polite: a late payment often has a good reason.

Round announcement

Hello everyone,

round no. _____ will take place on _____, at _____.

Recipient for this round: _____.

Contribution: _____. Thank you.

Reminder before the round

Hello,

a quick reminder: round no. _____ is on _____.

Contribution: _____. Please let me know if anything comes up.

Payment received

Hello,

your payment of _____ for round no. _____ has been recorded.

Thank you.

Payment outstanding

Hello,

according to the notebook, the payment for round no. _____ is still outstanding.

If I made a mistake, please tell me. Otherwise, when do you think you can make it?

Pot handed over

Hello everyone,

the pot for round no. _____ was handed over on _____.

Next round: _____. Thank you, everyone.

electronarium

Savings Circle — susu, pardner and committee tracker: spreadsheet and printable PDF notebook (works with Excel, Google Sheets and LibreOffice)

Full version at
electronarium.com

This sample shows 5 of 18 pages.

The complete file is available for instant download after purchase.