



Sacramento Walking Sticks Instructions For Completing The Income Report

The club needs to account for four types of income: Event, Membership, Specialties (and other stuff), and Donations. Use this form when submitting any combination of these types of income along with the money. If you are mailing the report and money to the Treasurer, never mail cash. Always convert any cash to a personal check or some other way that can be safely mailed.

Always place your name in the "Submitted by" blank. Enter the date submitted in the "Date" blank.

For events:

- Include the Event Number and the Event Name.
- Place the number of walkers in the second column from the left in each category (each person is accounted for in only one of the 4 categories).
 - Credit - paid by cash or check only.
 - "Stick's Bucks" \$3 coupons. Don't consider these people as credit walkers for purposes of this report because they have pre-paid the fee which already has been accounted for. Consider Birthday Postcards used for credit payment as Stick's Bucks.
 - New Walker Coupons – come from the AVA New Walker Packet
 - Free walkers
- New Walker Coupons are always considered zero income at the time of the event. AVA uses coupons when billing the club for credit walkers. For sanctioned events, the New Walker Coupons go to AVA with the After Action Report. For Year Round Events, submit these to the Treasurer.
- Multiply the number of credit walkers who paid at the walk by 3 and place that amount in the upper right corner of the Event section.
- Put in any donations received in the right-hand column.
- Subtotal the event amount.

For Membership:

- Enter the number of memberships in the column second from the left.
- Multiply these by the amounts indicated in the 3rd column from the left and place this figure in the 4th column.
- Subtotal the membership income.

For Specialties and Other Items:

- Common items are preprinted on the form.
- Enter the type of item in the left-most column if it is not already listed.
- Enter the number of items in the 2nd column from the left.
- Enter the item price in the 3rd column if it is not already listed.
- Put the total income for each item type in the 4th column.
- Subtotal the Specialties and Items section.

For Donations:

- Enter the donations not accounted for in the Event section in the blank field.

The Overall Total must be the sum of the 4 subtotals listed above AND must equal the amount of money submitted with the report. You must make corrections until these numbers balance. Please contact the Treasurer as soon as possible if you cannot make the numbers balance.