

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.
- Total the amount of credit fees and donations collected at the event.
- 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 traditional events, the New Walker Coupons go to AVA with the After Action Report. For Year Round Events, submit these to the Treasurer.

For New Members:

- Tally 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 new membership income.

For Renewing Members:

- Tally the number of years being renewed in the column second from the left. For example, if you have 1 member renewing for 3 years, and another for 1, then you'd put 4 tally marks down.
- Multiply these by the amounts indicated in the 3rd column from the left and place this figure in the 4th column.
- Subtotal the renewing 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.
- Tally 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 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.

Be sure to submit all membership materials (New Member applications and Membership Renewals) along with the Income Report. If a member just handed you money to renew, be sure to note somewhere who they were, how much they paid, and for how many years.