

## **Form Instructions: Income-Report-Multiple-Events-v3.0.pdf**

Use this form to report income from 2 to 5 different YRE or Seasonal Events.

### **The top block:**

- The “Date” and “Your Name” spaces are self-explanatory.
- Leave the “YRE Event Income Report #” space blank, the Treasurer will complete

### **The Events block:**

- Put the name of each event along the “Events:” row
- Complete the “Total credit fees & donations:” row
- Complete the “# of New Walker Coupons:” row for those events where New Walker Coupons were turned in
- Complete the “# of (blue) Stick's Bucks:” row for those events where Stick's Bucks were redeemed
- Add up and complete the “Event Totals” column

### **The Other Income block:**

- Other income does not get tied to any particular event, so list all other income sources here
- The “Income From?” column is where you specify what was paid for. Keep it brief. “New Member,” “Member Renewal,” “Event book,” “Distance Book,” and “New Walker Packet” are some examples.

### **The Totals block:**

- Calculate and record the “Other Income Subtotal:”
- Calculate and record the “Total cash & checks enclosed:”

### **Comments block:**

- If something needs explanation, this is where you would explain
- Feel free to go on and on about how the Treasurer is an excellent and upstanding person, of high moral fiber, etc.

**Important:** *Make sure that the money you are turning in with this report equals the Overall total amount.*

If you can't get the totals to balance, call the Treasurer (the current Treasurer is named on the Contacts/Officers page on the website - <http://www.sacramentowalkingsticks.org/ContactsOfficers.html>) right away to figure out what happened. Waiting won't help clarify the facts or memory, so please get problems fixed as soon as possible.

Turn in the Income Report, any Stick's Bucks, New Walker Coupons, and the money to the Treasurer. If you choose to mail it in, please do not send cash. Write a personal check for the amount of cash and turn the check in instead.

The next page is an example of a completed form:



# Sacramento Walking Sticks

## YRE Income Report for Multiple Events

Date: 09/17/2015 Your Name: Woody Stick YRE Event Income Report # \_\_\_\_\_

Use this form to report income from Year Round Events. Return the completed form to the SWS Treasurer along with cash (only if turning in by hand), checks, New Walker Coupons, and Stick's Bucks.

Events:	Sac - Midtown	Sac - Arden Park	Sac - Arden Bike	Sac - Sierra Oaks	\$	Event Totals
Total credit fees & donations:	\$10.00	\$16.50	\$3.00	\$28.00	\$	\$ 57.50
# of New Walker Coupons:	1			2		3
# of (blue) Stick's Bucks:		3	1	2		6

Also reporting <u>non-event</u> income from membership(s), sales of books, etc?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Income from?	\$ Amount	Income from?	\$ Amount
Membership Renewal	\$5.00		\$
Event Book	\$5.00		\$
	\$		\$

<b>Other Income Subtotal:</b>	<b>\$10.00</b>
<b>Total cash &amp; checks enclosed:</b>	<b>\$67.50</b>

<b>Comments:</b>

You do not complete the bottom, Treasurer's section!