

Instructions for the Specialties Income Accounting Form

Before the event:

1. Print out a copy of this document.
2. Set up the specialties and other items for sale.
3. Review the instructions, and ask questions!
4. Keep this document near the cash box.
5. Clearly mark the price of each sample item (see page 3 for price “stickers”). It’s OK to use clear tape, that’s what it’s there for.

During the event:

- 1. Tally (slash marks) each item as it is sold.**
2. Put cash and checks in the cash box.
3. Keep an eye on the items – some folks assume that some items are free.

After the event (optional – can be done at the “office”):

1. Count the tally for each item and put that number in the “#” column.
2. Multiply the Price by the “#” column and place that figure in the Total \$ column.
3. Compute the overall total.
4. Make sure that the tally sheet goes into the cash box at the end of the day.

Specialties Income Accounting

Event: _____ Date: _____

Item	Price	Tally	#	Total \$
AVA Specialties:				
New Walker Packets	\$5.00			
Event Book	\$5.00			
Distance Book	\$5.00			
AVA Book Cover (Plastic)	\$2.00			
SWS Specialties:				
License Plate Frames	\$1.00			
T-Shirts	\$15.00			
Sweatshirts	\$20.00			
SWS Pin	\$3.00			
SWS Patch	\$3.00			
25th Anniversary Pin	\$2.50			
Mr. Stick "Retro" Pin	\$3.00			
Stick's Bucks - \$3 Bills	\$3.00			
Stick's Step Log	\$3.00			
		Overall Total		→

\$14.00	\$3.00	\$14.00	\$3.00	\$14.00	\$3.00
\$8.00	\$3.00	\$8.00	\$3.00	\$8.00	\$3.00
\$5.00	\$3.00	\$5.00	\$3.00	\$5.00	\$3.00
\$14.00	\$3.00	\$14.00	\$3.00	\$14.00	\$3.00
\$8.00	\$3.00	\$8.00	\$3.00	\$8.00	\$3.00
\$5.00	\$3.00	\$5.00	\$3.00	\$5.00	\$3.00
\$5.00	\$0.25	\$5.00	\$0.25	\$5.00	\$0.25
\$15.00	\$4.00	\$15.00	\$4.00	\$15.00	\$4.00
\$3.00	\$4.00	\$3.00	\$4.00	\$3.00	\$4.00
\$14.00	\$3.00	\$14.00	\$3.00	\$14.00	\$3.00
\$10.00	\$1.00	\$10.00	\$1.00	\$10.00	\$1.00
\$10.00	\$7.50	\$10.00	\$7.50	\$10.00	\$7.50
\$3.00	\$1.00	\$3.00	\$1.00	\$3.00	\$1.00
\$3.00	\$1.00	\$3.00	\$1.00	\$3.00	\$1.00
\$3.00		\$3.00		\$3.00	
\$3.00		\$3.00		\$3.00	
\$3.00		\$3.00		\$3.00	
\$3.00		\$3.00		\$3.00	