

## Post Event Accounting Sheet - Practice Exercise

This document will help you practice doing the Post Event Accounting Sheet (PEAS) form without danger of improperly accounting for income from a big event.

Before you start the exercise, print out the PEAS-ExerciseSampleDocs.pdf form. It includes the following:

- Blank PEAS form
- *Membership Tally Sheet* Sample.
- *Specialties Tally Sheet* Sample.
- *Event Participation Report* Sample.

### Exercise Tasks:

This exercise is intended to simulate a "real world" accounting of a sanctioned event. Follow the instructions in the PEAS-Instructions.pdf document through Step 14. Go step-by-step. Complete the first step before starting the next; don't skip any steps. Read through the steps after Step 14 to get a feel for what happens with a real event. It is recommended that you proceed as follows:

1. Complete the *Membership Tally Sheet*.
2. Complete the *Specialties Tally Sheet*.
3. Complete the *PEAS* form by using the instruction document and the information in the "After the Event" section below.
4. Complete the *Event Participation Report*. Do ***NOT*** log onto the AVA website for this exercise.
5. Answer the questions near the bottom of this doc.

### After the Event:

After the event is complete, you bring home the cash box and all the relevant documents, including all the Start Cards. You separate out the various types of docs and money. The cash box is empty and on your table, you have:

**Coins:** \$2.67 total

**Bills:**

Denomination	# of bills
\$20	8
\$10	7
\$5	9
\$1	73

**Checks:**

Check#	Amount
1234	15.00
9678	20.00

**Stick's Bucks:** 8 total

**New Walker Coupons:** 3 total

**Start Cards:**

After the initial sort you have 4 piles:

48 credit walkers

50 free walkers

2 coupon walkers

7 Start Cards that are not marked by type of walker - these are further broken down to:

# of cards	Description
1	Filled out by an old-timer that <i>a/ways</i> walks for credit
3	Put \$0 in the <b>Paid \$</b> section of the Start Card
2	Wrote "Donation" on the brown copy of the Start Card
1	Checked the <b>Free</b> box on the brown copy of the Start Card

You also notice that all the New Walker Coupons (NWC) have the start number on them. You match the 3rd NWC with one of the Start Cards in your free walker pile - the other 2 match the ones in your initial coupon walker pile.

**Membership:**

Along with the tally sheet, you have one renewal form for a Senior member who paid cash for a 3 year renewal. Wayne R. and Don H. simply turned in money to renew their memberships without any renewal form or note.

There is also 1 new Family membership form and 3 new Senior memberships as well - all new members paid in cash.

Hint: the tally section at the bottom tallys years renewed, not how many members renewed.

**Specialties:**

You have the *Specialties Tally Sheet* with slash marks from the items sold.

**Questions:**

- 1) What 2 things happen to the New Walker Coupons **after** the PEAS form is complete?
  - a)
  - b)
- 2) What happens to the Start Card originals?
  - a)
- 3) What happens to the Start Card copies (brown)?
  - a)
- 4) List at least 3 things that go to the Treasurer:
  - a)
  - b)
  - c)
  - d)

**Follow Up:**

Once you have completed the exercise, email Steve Hughart to get a copy of the "answer key." Please let me know where you did poorly or were confused, so that I can improve the instructions.