

# AACTMAD - Income and Expense Report

⇒ Please complete all five parts and submit to the Treasurer by the 5<sup>th</sup> of the month following the month of your activity. Thank you!

1) Enter your name: \_\_\_\_\_ Today's date: \_\_\_\_\_ Project Code (one per form): \_\_\_\_\_

**Program Activities**

AAM Ann Arbor Morris	ECF English Country Friday	OTS Old-Time Squares
AAYC Ann Arbor Young Contras	ECT English Country Tuesday	POB Pittsfield Open Band
BALL Ballroom Dance	FNS Friday Night Swing	SCH Scholarships awarded
CON Concerts	FSE First Saturday Events	SND Sound equipment
DITS Dancing In The Streets	FSS Fourth Saturday Series	SPE Special Events
	KISSME Swing Event	SWG Ann Arbor Swing Dance Assoc.

2) Enter and total the income and donations you received:

Date of Income	From (gate receipts, donations, dues, fees, coupons, etc.)	Attendance	Cash	Checks	Coupons
<b>Total income, donations, and coupons (\$ amt) you received ⇒</b>					

3) Enter and total the expenses you paid or wish to have paid by the Treasurer (both First & Last names; attach all receipts and invoices):

Date of Expense	Description (copying, calling, music, postage, rent, refreshments, sound tech, etc)	Paid To (First & Last name or Business name)	Amount paid by you	Amount to be paid by Treasurer	Office Use (Check#, Amt & Date pd)
					Total to be paid by Treasurer
<b>Total expenses paid by you ⇒</b>					

<b>4) Net cash</b>	<b>5) Amount on hand</b>	<b>6) Amount to deposit</b>
Cash receipts:	Carried forward (from previous report)	Cash: (column 5)
Less expenses paid from receipts:	Plus net cash: (column 4)	Plus Checks:
Net cash:	Cash subtotal:	Total to deposit: (include with this form)
	Less cash retained for upcoming events:	
	Cash to be deposited:	

If net cash is negative and you used your own funds to pay expenses, please indicate the amount you need to be reimbursed.  
 If cash to be retained for upcoming events needs to be replenished, please indicate the amount required.

Deposit Date