



Steward's Monthly Worksheet

Month/Year:

Membership Dues

Dues collected this month (enclosed) *1

Income

Contributions income *2 (donations)

Interest income *3

Program revenues *4

Other Income

Total Income

Expenses

Program (event) costs

Equipment rentals

Food

Permits

Site usage fees

Supplies *5

Postage and shipping

Printing and publication

Other expenses (list on back)

Bank charges

Total Expenses

Cash on Hand

Pervious Bank balance

New Bank balance

I, _____, certify that the above is complete and correct to the best of my knowledge.

PRINT LEGAL NAME

SIGN LEGAL NAME

Comments:

Notes:

*1 All dues collected must be sent to the Steward of the High Council.

*2 Contributions Income can include straight donations, donations for demos, and raffles for prizes.

*3 Interest Income is from interest bearing bank accounts.

*4 Program Revenues can include site fees and other event fees.

*5 These are supplies specific to events.