



Steward's Monthly Worksheet

Membership Dues

Dues collected this month (enclosed) *1

Income

Contributions income *2	<input type="text"/>
Interest income *3	<input type="text"/>
Program revenues *4	<input type="text"/>
Other Income	<input type="text"/>
Total Income	<input type="text"/>

Expenses

Program (event) costs	<input type="text"/>
Equipment rentals	<input type="text"/>
Food	<input type="text"/>
Permits	<input type="text"/>
Site usage fees	<input type="text"/>
Supplies *5	<input type="text"/>
Postage and shipping	<input type="text"/>
Printing and publication	<input type="text"/>
Other expenses (list on back)	<input type="text"/>
Bank charges	<input type="text"/>
Total Expenses	<input type="text"/>

Cash on Hand

Pervious Bank balance	<input type="text"/>
Petty cash	<input type="text"/>
Total Cash	<input type="text"/>
New Bank balance	<input type="text"/>

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

PRINT LEGAL NAME

SIGN LEGAEL NAME

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.