



FINANCIAL SPREAD SHEET

Reg #	Name	Check #	\$ Amount	Registration	Banquet	Welcome Party	Tour Box Lunch	Shirt	Cap	Extra Patch	Extra Plaque		
1	<i>John Smith</i>	<i>3792</i>	<i>95</i>	<i>60</i>	<i>25</i>	<i>10</i>	-	-	-	-	-		
2	<i>Sam &amp; Sally Ford</i>	<i>279</i>	<i>167</i>	<i>60</i>	<i>50</i>	<i>20</i>	<i>20</i>	<i>15</i>	-	<i>2</i>	-		
3	<i>Jim &amp; Joan Tudor</i>	<i>1723</i>	<i>142</i>	<i>60</i>	<i>50</i>	<i>20</i>	-	-	<i>10</i>	-	<i>2</i>		
4	<i>Henry Edsel</i>	<i>1928</i>	<i>134</i>	<i>60</i>	<i>25</i>	<i>10</i>	<i>10</i>	<i>15</i>	<i>10</i>	<i>2</i>	<i>2</i>		

This is a sample financial spread sheet. Design your own or if you wish you can modify the sample to suit your needs. If you have other events that you plan to charge for, you should add columns for them. You want to be able to account for all funds received and to distribute them against each function.

At the end of the meet, the bottom line totals, plus cash income during the meet (raffle, souvenir sales, etc.), less expenditures (food, souvenir purchases, materials, postage, etc.), will give you your financial report figures. Often it is helpful to have your Registration Chairperson and your Roundup Treasurer as the same person. If not then it is obvious they must work very closely together. Checks from each registrant should be carefully checked for accuracy and correct totals and deposited expeditiously. You should advise the registrant by return mail of any discrepancies to avoid problems later.