

Step 1. Count out the money specified in the contract for caller and band and give envelopes to the Coordinator to check the amount and give to the band. Do not pay the band yourself.

Remaining cash		
\$50 X	_____	= _____
\$20 X	_____	= _____
\$10 X	_____	= _____
\$ 5 X	_____	= _____
\$ 1 X	_____	= _____
TOTAL		_____

Step 2. Put \$100 in small bills in the “Opening Envelope” in the cash box.

DONE

Step 3. Count all the remaining cash and checks you received, for whatever reason, and record here:

Cash: \$_____ + Checks: \$_____ = TOTAL INCOME _____

Step 4. Record **Memberships*** below, listing names, type of membership, and how they paid (check or cash). Give the amount of a check in “CHECK: TOTAL,” and then break out any other amounts paid with the same check. Do the same with cash if a membership is paid for with cash. If the check or cash includes **something other than membership or admission** to tonight’s dance, such as a donation or payment for an item, put that amount in the “Misc.” column and explain it below in the “Miscellaneous Income” section.

	NAME & MEMBER CLASS (R=REGULAR, F=FAMILY)	CHECK				CASH		
		TOTAL	Memb.	Admit	Misc.*	TOTAL	Memb.	Misc.*
1	R F							
2	R F							
3	R F							
4	R F							
6	R F							
7	R F							
8	R F							
9	R F							
10	R F							
T	TOTALS							

*Note: If these spaces are full, continue on “Additional Memberships” page.

Step 5. Explain the source of Miscellaneous Income recorded above: T-shirts, Donations, etc.

Purpose	Cash	Check
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Totals:	\$ _____	\$ _____

Miscellaneous Total \$ _____

Please make sure the information on the other (Expense) side is complete. Thanks!

COUNTRY DANCE * NEW YORK

Finance Record

(Revised 5/5/09)

Coordinator _____

Day _____

Date _____

Doorperson _____

Doorperson _____

How many at this dance? _____

Amount in "Opening Envelope" in cash box at beginning of evening (should be \$100): \$ _____

	Fee: Workshop	Dance	Travel	= Sub-Total
Caller _____	\$ _____	\$ _____	\$ _____	\$ _____
Caller _____	\$ _____	\$ _____	\$ _____	\$ _____
Musician _____	\$ _____	\$ _____	\$ _____	\$ _____
Musician _____	\$ _____	\$ _____	\$ _____	\$ _____
Musician _____	\$ _____	\$ _____	\$ _____	\$ _____
Musician _____	\$ _____	\$ _____	\$ _____	\$ _____

BAND/CALLER TOTAL \$ _____ (A)

Other expenses paid out: Refreshments, etc. - Who to, for what, how much? Receipt?

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other Total: \$ _____ (B)

TOTAL PAID OUT (A + B): \$ _____

Instructions:

See other side for instructions on paying the band and handling money received.

Leave \$100 in the Opening Envelope in the cash box. Put all other cash, checks, and receipts, with this form, in an envelope, write the date on the envelope, and leave in the lock box in the cabinet for the Bursar.

Membership Forms and our half of First Timer Passes go in an envelope marked "Membership" in the cash box.

If there is not enough cash on hand to pay band and callers, write on this form what is owed to whom and their names and addresses, and a check will be sent.

Thanks for your help!

Comments on this dance:

