

AACTMAD - Income and Expense Report

⇒ Please complete all five parts and submit to the Treasurer by the 5th 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
 BTS Boar's Tooth Sword
 CPA Community Partnering Activities
 CON Concerts
 DIT Dancing In The Streets
 DDW Dawn Dance Weekend
 ECF English Country Friday
 ECT English Country Tuesday
 FSE First Saturday Events
 FSS Fourth Saturday Series
 FUS Fifth Friday Fusion
 MAL Midwest Ale
 POB Pittsfield Open Band

SWG Ann Arbor Swing Dance Assoc.
 YTH Youth Activities

Management & General

ADM Administrative/Insurance
 MKG Marketing Committee
 NOM Nominating Committee
 PRO Professional Services

Development

FDR Fund Raising Activities
 MEM Membership Dues & Donations
 RGC Rechargeable Gift Card program

Community Services

CAL Calendars mailed to other groups
 DUE CDSS/Folk Alliance dues
 DPH Dance Phone
 FAC Facilities Committee
 GRA Grants awarded
 LIB Library
 MMS Mailings to members
 PME Peter Mattis Endowment
 PUB Publicity
 SCH Scholarships awarded
 SND Sound equipment
 WEB Website

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

Date of Income	From (gate receipts, donations, dues, fees, etc.)	Income Amount	Donation Amount
Total income and donations you received ⇒			

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
Total expenses paid by you ⇒					

4) Enter amounts submitted with this form: Cash _____ + Checks _____ = \$ _____

5) Enter amount still held by you: \$ _____

Deposit Date