

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 & Youth 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
- LEX Lindy Exchange

- MAL Midwest Ale
- POB Pittsfield Open Band
- SWG Ann Arbor Swing Dance Assoc.

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 dues
- 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