CANTANKEROUS TREASURER S'WORKSHEET

EVENT_____

DATE_____

SUBMITTED BY_____

PARTICIPANT NAME	VPC DUES	ACA DUES	ACA FEE	EVENT CHARGE	OTHER CHARGE	TOTAL
TOTAL (for office use only)						

OVERALL TOTAL DOLLARS $_____

THE ABOVE INFORMATION IS NEEDED FOR VPC FINANCIAL AND MEMBERSHIP RECORDS. THE NAME OF THE PARTICIPANT (LEFT-MOST COLUMN), HOW MUCH S/HE PAID (RIGHT-MOST COLUMN), AND THE BREAKDOWN (VPC DUES, ACA DUES, ACA INSURANCE FEE, OTHER) IS CRITICAL, AS IT ALLOWS PROPER CREDIT TO EACH PARTICIPANT.

KEEPING TRACK OF ANY EXPENSES INCURRED BY THE EVENT ORGANIZER IS GOOD RECORD KEEPING, AND HELPS CLEAR UP QUESTIONS LATER - BUT NOT QUITE SO CRITICAL. THE OTHER CHARGES IS JUST IF YOU NEED TO HAVE ANOTHER COLUMN. NOTHING IS REQUIRED TO GO THERE.

FORWARD CHECKS (SEND NO CASH) TO THE VPC TREASURER:

Richard Larsen
11 Discover Road
Essex Junction, VT, 05452

THANKS!