

Steward's Monthly Worksheet

Subdivision: _____

Date: _____

Membership Dues	
Dues collected this month (enclosed) ¹	<input style="width: 80px; height: 25px;" type="text"/>
Income	
Contributions income ²	<input style="width: 80px; height: 25px;" type="text"/>
Interest income ³	<input style="width: 80px; height: 25px;" type="text"/>
Program revenues ⁴	<input style="width: 80px; height: 25px;" type="text"/>
Total Income	<input style="width: 80px; height: 25px; border: 2px solid black;" type="text"/>
Expenses	
Program (event) costs	
Equipment rentals	<input style="width: 80px; height: 25px;" type="text"/>
Food	<input style="width: 80px; height: 25px;" type="text"/>
Permits	<input style="width: 80px; height: 25px;" type="text"/>
Site usage fees	<input style="width: 80px; height: 25px;" type="text"/>
Supplies ⁵	<input style="width: 80px; height: 25px;" type="text"/>
Supplies ⁶	<input style="width: 80px; height: 25px;" type="text"/>
Internet service	<input style="width: 80px; height: 25px;" type="text"/>
Postage and shipping	<input style="width: 80px; height: 25px;" type="text"/>
Printing and publication	<input style="width: 80px; height: 25px;" type="text"/>
Bank charges	<input style="width: 80px; height: 25px;" type="text"/>
Total Expenses	<input style="width: 80px; height: 25px; border: 2px solid black;" type="text"/>
Cash on Hand	
Bank balance	<input style="width: 80px; height: 25px;" type="text"/>
Petty cash	<input style="width: 80px; height: 25px;" type="text"/>
Total Cash	<input style="width: 80px; height: 25px; border: 2px solid black;" type="text"/>

I, _____,
PRINT LEGAL NAME

certify that the above is complete and correct
to the best of my knowledge.

SIGN LEGAL NAME

- Notes:
- ¹All dues collected locally must be sent to the Imperial Steward.
 - ²Contributions Income can include straight donations, donations for demos, and raffles for prizes.
 - ³Interest Income is from interest bearing bank accounts.
 - ⁴Program Revenues can include site fees and other event fees.
 - ⁵These are supplies specific to events.
 - ⁶These are general subdivision supplies.