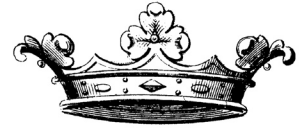


Realms of Avalon Steward Work Sheet



FILE / MAIL BY FIRST OF MONTH!

MONTH OF: _____

YEAR: _____

REALM: _____

SUBDIVISION: _____

I INCOME TOTAL: \$ _____

- _____ Collected Site / Event Fees
- _____ Donations
- _____ Sales
- _____ Interest (if applicable)

II COSTS/ EXPENSES TOTAL: \$ _____

A EVENTS

- _____ Site / Location Fees
- _____ Rental (s)
- _____ Food
- _____ Other Supplies (Itemize)

B COMMUNICATIONS

- _____ Postage
- _____ Printing/Photocopy
- _____ Internet
- _____ Other (Itemize)

C ANCILLARY SUPPLIES

- _____ Total

D BANKING CHARGES

- _____ Fees
- _____ Checks
- _____ Other (Itemize)

E SALES TAXES

- _____ (If Applicable)

F PERMITS

G OTHER EXPENSES

- _____ (Itemize)

III CASH ON HAND TOTAL: \$ _____

- _____ Petty Cash / Change Fund
- _____ Bank Balance

This is a helpful worksheet to aid Stewards in tracking income, expenses, and other data required by law. Read Stewards Manual for more information about how to legally handle money as a group.

It is very important for each steward to take the time to fill this out accurately because money management or tracking problems can lead to major mundane legal problems.

If ever in doubt about an issue, officers can contact the Board of Directors / Avalon Treasurer for advice.

Totals

_____ **I INCOME**

_____ **II EXPENSES**

_____ **III CASH**

CLEARLY Print Legal Name: _____

Sign Legal Name: _____

Date: _____

MAIL TO:

Attn: Avalon Treasurer
Realms of Avalon, Inc.
P. O. Box 3232
Moscow, Idaho 83843

