

Instructions – Income Report for Multiple Events

This report is to be used for reporting event credit income and donations received at events only. If there are specialties sold, use the regular Income Report.

You need to know the following about each event:

- How many people paid for credit with cash or check.
- How many people used “Stick’s Bucks” (blue, \$3.00 coupons).
- How many people used New Walker Coupons.
- How many people walked for free.

Each person falls into one, and only one of the above 4 categories. The sum of those 4 categories should equal the total number of participants.

Example:

Below is a completed table for an example event where:

- There are 12 people who paid either cash or by check.
- There are 5 people who used Stick’s Bucks.
- There are 2 people who used New Walker Coupons.
- There are 15 people who walked for free.
- There was a total of \$40.00 collected at the event – no specialties were sold.

Credit (paid cash or check):	<i>12</i>	Multiply by \$3.00:	<i>\$36.00</i>
Stick’s \$3 blue coupons:	<i>5</i>	Prepaid (\$0.00 effect) – send to Treasurer	
New Walker Coupons:	<i>2</i>	(Send coupons to Trail Master)	
Free Walkers:	<i>15</i>	Donations:	<i>\$4.00</i>
Total Walkers:	<i>34</i>	Event Total:	<i>\$40.00</i>

When all event sections are complete (you don’t need to fill every section unless you’re reporting on 4 events), sum the Event Totals and put that number in the Overall Total box. Make sure that the money you are turning in with this report equals the Overall Total amount. If you can’t get the totals to balance, call the Treasurer (the current Treasurer is named on the Contacts/Officers page on the website - <http://www.sacramentowalkingsticks.org/ContactsOfficers.html>) right away to figure out what happened. Waiting won’t help clarify the facts or memory, so please get problems fixed as soon as possible.

Turn in the Income Report, any New Walker Coupons, and the money to the Treasurer. If you choose to mail it in, please do not send cash. Write a personal check for the amount of cash and turn the check in instead.