

Using The Income Report and Quarterly Report Forms For Year Round Events

This document is intended to clarify the use of the reporting forms for Year Round Event Points of Contact (YRE POCs). This document will walk you through completion of the reports through a mythical quarter. It is hoped that this document will illustrate the similarities and differences between the two reports, as well as make it easier to do the duties of a POC more accurately.

It is also important to remember that the financial reporting of the money received from the YRE and the participation reporting can be done at different times. AVA requires that we report on YRE participation on a quarterly basis and we suffer significant fines if we don't report by the quarterly deadlines. Income (money), on the other hand, is reported to the club Treasurer and can be done at any time. We do not report income figures to AVA, only participation. Based on the participation, AVA bills the clubs for their portion of the credit fees we collect. As a service to our participants, we hope to cash checks within a reasonable time so that when they balance their checkbook at the end of the month they don't have a bunch of small checks that haven't cleared the bank yet.

This document assumes that you will make several visits throughout the quarter to the start point of your YRE, just to make sure that there are enough Walk Directions and other supplies and assumes that the start box has a cash box where payments are put directly by participants. If you have payments mailed in, you will need to adjust these procedures accordingly.

On April 10, 2010, the mythical POC named "Bubba" visits the start location and completes the YRE Income Report as shown in Figure 1 below. This is his first visit in the 2nd quarter of the year. Since start numbers 1 through 9 were already reported in the 1st Quarter, his beginning start number is 10. The last participant was start number 20 on April 10th. To avoid the "one-off" problem if you simply subtract the beginning start number from the ending one, Bubba adds 1 to 20 minus 10. (If this does not make sense to you, simplify the problem by using 1 and 2 as the first and last start number and you'll see the problem clearly).

Bubba opens the cash box and removes 1 New Walker Coupon, 2 Stick's Bucks, and \$17 in cash/checks.

		Sacramento Walking Sticks	
		YRE Income Report Form	
YRE #:	1234		
Event Name:	A Walk		
POC:	Bubba		
1*	Date of visit to start box:	9/10/10	
2*	Registration Log Start Number:	10	
3*	Registration Log End Number:	20	
4*	Total Walkers (line 3 minus line 2 plus 1):	11	
5*	Number of New Walker Coupons:	1	
6	Number of blue, Stick's Bucks:	2	
7	Number of credit paid by cash or check:	5	
8*	Total Credit Walkers (sum lines 5, 6, and 7):	8	
9*	Free/Fun Walkers:	3	
10	Credit times \$3.00 (line 7 times \$3.00):	\$ 15.00	
11	Other Income (note what in Comments):	\$ 2.00	
12	Theoretical Total (line 10 plus line 11):	\$ 17.00	
13	Total \$ actually collected:	\$ 17.00	
14	Difference, if any (Line 12 minus line 13):	\$ 0	
15	Date Income Report Sent to Treasurer:	4/12/10	


* = Transfer these numbers to the Quarterly Report

Comments:	
Other Income: Donation	

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Figure 1.

Now Bubba transfers the participation data to the Quarterly Report form as shown in Figure 2 below:

		Sacramento Walking Sticks			
		YRE Quarterly Report Form			
YRE #:	1234	Event Name:	A Walk		
Year:	2010	Quarter:	<input type="checkbox"/> Jan - Mar <input checked="" type="checkbox"/> Apr - Jun <input type="checkbox"/> Jul - Sep <input type="checkbox"/> Oct - Dec		
POC:	Bubba				
		Visit 1	Visit 2	Visit 3	Totals
1	Date of visit to start box:	9/10/10			
2	Registration Log Start Number:	10			
3	Registration Log End Number:	20			
4	Total Walkers (line 3 minus line 2 plus 1):	11			
5	Number of New Walker Coupons:	1			
6	Total Credit Walkers:	8			
7	Free/fun Walkers:	3			
Comments:					

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Figure 2.

Now Bubba notices that there is no money information on this form and he scratches his head a bit. He finally realizes that the leaders of his club are very wise and that he will not be led astray if he just follows the procedures.

After Bubba gets home, he counts the cash he collected and writes a check to "SWS" in the same amount. Keeping the cash, he then sends his check, the other checks, the Stick's Bucks (making sure the Walk name is on the back side), the New Walker Coupon, and the YRE Income Report to the Treasurer. He retains the Quarterly Report form for now. His first visit is now complete.

On May 15th, Bubba makes his 2nd visit to the start point. He finds start numbers 21 through 35 complete and starts the report. He digs \$17, 2 New Walker Coupons, and 2 Stick's Bucks out of the cash box.

Sacramento Walking Sticks	
YRE Income Report Form	
YRE #:	1234
Event Name:	A Walk
POC:	Bubba
1*	Date of visit to start box: 5/15/10
2*	Registration Log Start Number: 21
3*	Registration Log End Number: 35
4*	Total Walkers (line 3 minus line 2 plus 1): 15
5*	Number of New Walker Coupons: 2
6	Number of blue, Stick's Bucks: 2
7	Number of credit paid by cash or check: 6
8*	Total Credit Walkers (sum lines 5, 6, and 7): 10
9*	Free/Fun Walkers: 5
10	Credit times \$3.00 (line 7 times \$3.00): \$ 18.00
11	Other Income (note what in Comments): \$ 8
12	Theoretical Total (line 10 plus line 11): \$ 18.00
13	Total \$ actually collected: \$ 17.00
14	Difference, if any (Line 12 minus line 13): \$ -1.00
15	Date Income Report Sent to Treasurer: 5/17/10


* = Transfer these numbers to the Quarterly Report

Comments:

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Figure 3.

Bubba is a bit concerned that he is \$1 short, but he remembers not to worry. Donations usually cover any lapses in credit fees, and usually those who forget to pay remember later and pay extra. Bubba understands as a POC, he is not expected to pay out of his pocket in this situation and he is happy that his club uses the honor system. He then transfers the participation data to the Quarterly Report as shown in Figure 4 below:


		Sacramento Walking Sticks YRE Quarterly Report Form			
YRE #: 1239		Event Name: A walk			
Year: 2010		Quarter: <input type="checkbox"/> Jan - Mar <input checked="" type="checkbox"/> Apr - Jun <input type="checkbox"/> Jul - Sep <input type="checkbox"/> Oct - Dec			
POC: Bubba					
		Visit 1	Visit 2	Visit 3	Totals
1	Date of visit to start box:	4/10/10	5/15/10		
2	Registration Log Start Number:	10	21		
3	Registration Log End Number:	20	35		
4	Total Walkers (line 3 minus line 2 plus 1):	11	15		
5	Number of New Walker Coupons:	1	2		
6	Total Credit Walkers:	8	10		
7	Free/fun Walkers:	3	5		
Comments:					

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Figure 4.

As with the first visit, Bubba sends the Income Report into the Treasurer making sure that no cash is sent through the mails. Along with the money he sends the Stick's Bucks and New Walker Coupons that he just retrieved from the cash box.

At the end of the quarter, on June 30th, Bubba makes his final visit. He finds that start numbers 36 through 49 are new since his 2nd visit and accounts for the various credit and free/fun walkers. This time there are no New Walker Coupons, only 1 Stick's Buck and \$22 in cash/checks in the cash box. Because this is the end of the 2nd quarter, he also removes the "+" sign from the stamp. See Figure 5 below for the completed form:


Sacramento Walking Sticks
YRE Income Report Form

YRE #:	1234
Event Name:	A Walk
POC:	Bubba

1*	Date of visit to start box:	6/30/10
2*	Registration Log Start Number:	36
3*	Registration Log End Number:	49
4*	Total Walkers (line 3 minus line 2 plus 1):	14
5*	Number of New Walker Coupons:	0
6	Number of blue, Stick's Bucks:	1
7	Number of credit paid by cash or check:	7
8*	Total Credit Walkers (sum lines 5, 6, and 7):	8
9*	Free/Fun Walkers:	6
10	Credit times \$3.00 (line 7 times \$3.00):	\$ 21.00
11	Other Income (note what in Comments):	\$ 1.00
12	Theoretical Total (line 10 plus line 11):	\$ 22.00
13	Total \$ actually collected:	\$ 22.00
14	Difference, if any (Line 12 minus line 13):	\$ 0
15	Date Income Report Sent to Treasurer:	6/30/10


* = Transfer these numbers to the Quarterly Report

Comments:
Other income: Donation

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Figure 5.

Bubba then transfers the appropriate data to the Quarterly Report Form and completes the "Totals" column at the right. He then sends both the Income Report (with the money & Stick's Buck) and the Quarterly Report into the Treasurer. The completed Quarterly Report Form is shown below in Figure 6:


Sacramento Walking Sticks
YRE Quarterly Report Form

YRE #:	1234	Event Name:	A Walk
Year:	2010	Quarter:	<input type="checkbox"/> Jan - Mar <input checked="" type="checkbox"/> Apr - Jun <input type="checkbox"/> Jul - Sep <input type="checkbox"/> Oct - Dec
POC:	Bubba		

	Visit 1	Visit 2	Visit 3	Totals
1	Date of visit to start box:	4/10/10	5/15/10	6/30/10
2	Registration Log Start Number:	10	21	36
3	Registration Log End Number:	20	35	49
4	Total Walkers (line 3 minus line 2 plus 1):	11	15	14
5	Number of New Walker Coupons:	1	2	0
6	Total Credit Walkers:	3	10	8
7	Free/fun Walkers:	3	5	6

Comments:

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Figure 6.

