



Sacramento Walking Sticks - Quarterly Report Instructions

Use the table below to guide you on how to complete each column. Each walker falls into one and only one category (columns 4 through 8).

Column #	Column Label	Description:
1	Date	Date of your visit to the start/finish point.
2	From	First walker number that is not accounted for yet (usually the same number from your previous visit's "To" column).
3	To	The lowest unused number that is in the Registration Log – the one that the next walker will use.
4	Total	## The total number of walkers for this visit (subtract column 2 from column 3).
5	Credit	## The number of credit walkers who pay in cash or check – not with coupons.
6	NWP Cpn	## New Walker Coupons – from the AVA New Walker Packet
7	\$3 Cpn	## The number of \$3 coupons ("Stick's Bucks") –Make sure the walk is indicated on the back, and date used, if known.
8	Free	## The number of free walkers. (Double check your numbers by adding columns 5 through 8 – this number should equal column 4.)
9	Tot \$	## The total amount of cash and checks pulled from the box.
10	Credit * 3	## Multiply the number of cash and check paying credit walkers (column 5) by 3.
11	Difference	## Subtract column 10 from column 9 (this should be zero or a positive number. Any positive amount will be considered donations at the end of the quarter – can cover payment shortfalls)
12	Income Report Sent	The date you send in the Income Report to the Treasurer.

Total these columns at the end of each quarter for reporting.

Routine Check-Up: (Complete one line per visit.)

1. Use the table above to complete each column.
2. Double check that the column 4 (Total) equals the total of columns 5, 6, 7, and 8.
3. Submit an Income Report to the club Treasurer. Never mail cash. You should convert any cash into a personal check, money order, or any manner that is safe to mail.

End of the Quarter:

1. Complete as you would with a Routine Check-Up.
2. Bring down the totals for the entire quarter on the last line.
3. Make a copy of the report and mail or deliver along with your Income Report to the Treasurer. Submit all New Walker Coupons, \$3 Coupons/*Stick's Bucks*, and checks to the Treasurer. You can deliver cash if you are submitting in person.