

# Post Event Accounting Sheet (PEAS) Procedures

This document provides step-by-step instructions for completing the Post Event Account Sheet (PEAS) which needs to be done after each sanctioned event as well as other tasks necessary after the completion of a sanctioned event. The form can also be used after a large group walk if needed. The PEAS form is to be used in conjunction with the *Specialties Tally Sheet* and the *Membership Tally Sheet* which should be used at the event as specialty and membership monies come in.

The cash box starts each event with \$50 in change. Typically it consists of 2 \$10 bills, 2 \$5 bills, and 20 \$1 bills. For multi-day events, it is best to clean out the contents of the cash box each evening after that day's event, replace the \$50 in change and make sure the stamp is still there. Place the other income and forms in a safe place for processing after the end of the entire event.

**Step 1:** Separate out:

- Cash, coins, and checks
- Membership forms, renewal forms, and the *Membership Tally Sheet(s)*.
- Stick's Bucks
- New Walker Coupons
- *Specialties Tally Sheet*
- Start Cards
- Petty Cash pouch

Tools you might want to use:

- Calculator
- Fingertip moistener (helps with counting bills and Start Cards)
- Rubber bands (band together 20 bills in a bundle)
- Pen, white-out, and scratch paper

**Step 2:** Replace the \$50 in change in the denominations as described above, if possible. It is always better to have smaller denominations than larger ones available as change. Because the cash box starts the event with \$50, this "new" \$50 does not affect the income of the event, but **must** be removed from the gross receipts before the event accounting proceeds. Paperclip the \$50 together and place the cash under the tray in the cash box. Check off the 1st check box in the **Do:** section at the bottom right.

**Step 3:**

- Count up the coins received and place the total amount in the coins row of the **Income** section of the PEAS form (left half).
- Coins usually go into petty cash as this is easier than taking them into the Credit Union for deposit. The Petty Cash pouch has a check register where you should treat any funds/coins added as a deposit. Place the coins in the purse in the pouch.
- In the **Income Split** section (right side) put the amount deposited to Petty Cash in the **\$ to Petty Cash** row.

**Step 4:** Separate the bills by denomination. If there are bills larger than \$50, place the amount in the **Other** row of the Income section. Event volunteers should be suspicious of denominations larger than \$20 as these are most popular with counterfeiters. The Credit Union will not accept bills that are deemed counterfeit, so the club would eat the cost. Count each denomination and place the number of bills in the blank box just to the right of the "X" and then multiply this number by the denomination and put that amount in the right-hand column. For example, if you have 4 \$20 bills, the row would read **\$20 X 4 = \$80.00** Since you are likely to have more than 20 \$1 bills,

bundle each group of 20 bills with a rubber band. Do not bundle bills unless you can make a group of 20. Subtotal the cash in the **Cash Subtotal:** row.

**Step 5:**

- List each check in the check section. Check number on the left and the amount on the right. Subtotal the checks in the **Check Subtotal:** row.
- If there is other income, list it below the checks. It is unusual that there is any other income.
- Total the income and copy the amount in the **Overall Total:** row at the bottom left. Copy this same amount into the **Total Income:** row of the **Income Split** section on the right.

**Step 6:** Complete the top section on the right-hand side:

- Write in the event name in the **Event:** row.
- Write in the date or date span in the **Date:** row.
- Write in the computer ID number of the event in the **AVA Key:** row. This number can be found on the *Event Participation Report* (AVA form) received with the stamp or on the AVA event details web page.
- Write in the stamp number in the **Stamp #:** row OR use the stamp in the **Or Stamp:** box.

**Step 7:** Separate the Start Cards into 3 piles. Remove the brown copy and set aside for shredding later. You are likely to need to check off one of the boxes on the right as event volunteers sometimes miss this. Use your best judgement. Each walker must fall into one of these 4 categories:

- *Award with IVV Credit.* If no award is issued at the event, count these as *Credit*.
- *IVV Credit*
- *Coupon* - this is for New Walker Coupons **only** and is NOT to be confused with Stick's Bucks. People who pay with Stick's Bucks are Credit walkers.
- *Free* - not walking for credit (even if they gave a donation).

**Step 8:** Count the number of New Walker Coupons (NWC) and see if this number agrees with the number of Start Cards in the *Coupon* pile. Try to find the Start Card for each New Walker Coupon and mark them *Coupon* (the Start Card is often in the *Free* pile). Put the number of NWCs in the **New Walker Coupons:** row of the Participation Section. Note: The **Participation** section shows the *number of walkers* in each classification. The **Income Split** section shows dollar amounts.

**Step 9:** Count the number of *Credit* and *Coupon* Start Cards and put this total in the **Total Credit:** row of the **Participation** section. (Note: counting large number of Start Cards is made easier by counting out small piles of 10 cards each - that way you can get interrupted and not have to start all over.) Subtract the number of NWCs and the number of Stick's Bucks from the **Total Credit:** row to come up with the **Credit Paid \$:** row. Stick's Bucks do NOT count as income for this event as the income has already been accounted for when the Stick's Bucks were sold. Multiply the number of **Credit Paid \$** row by \$3 and place the result in the **Credit Paid X \$3:** row of the **Income Split** section.

**Step 10:** Count the number of *Free* Start Cards and place in the **Free:** row of the **Participation** section. Add the **Total Credit:** and the **Free:** rows and place the result in the **Overall Total:** row. Bundle all the Start Cards (originals) together and send them to Barbara Nuss. She will do her analysis of the cards and forward them to Steve Hughart for the 7 year retention required by AVA. The copies get shredded (Steve Hughart can do this if you can't).

**Step 11:** Use the *Membership Tally Sheet* to compute the total \$ received for new memberships and membership renewals. Place this amount in the **Memberships:** row. Please make sure that all new membership forms, renewal forms, and notes have the check # and amount noted at the bottom. Substitute "Cash" for the check # if cash is used instead of a check. It is very important that event volunteers note each membership payment as it occurs. It is extremely difficult to

properly credit member renewals if cash is paid and no other notation is made. Cash especially tends to disappear as other income when members renew without bringing any renewal form or other documentation that states that the particular member is renewing.

**Step 12:** Use the *Specialties Tally Sheet* to compute the total \$ received for specialties. Place this amount in the **Specialties:** row.

**Step 13:** Complete the **Income Split** section:

- Subtract **\$ to Petty Cash:** from **Total Income:** and place in the 1st **Subtotal:** row.
- Subtract **Memberships:** from the 1st **Subtotal:** row and place in the 2nd **Subtotal:** row.
- Subtract **Specialties:** from the 2nd **Subtotal:** row and place in the 3rd **Subtotal:** row.
- Subtract **Credit Paid X \$3:** from the 3rd **Subtotal:** row and place in the **Total Contributions:** row.

**Step 14:** Complete the *Event Participation Report* (EPR) form received with the stamp by transferring numbers from the PEAS form:

- The **Total Credit:** row transfers to the **IVV Credit** box.
- If Awards were sold, put that number in the **Award** box and subtract the Award number from the **Total Credit:** row to place in the **IVV Credit** box.
- The **Non-IVV** box is always zero.
- Add together the **Award, IVV Credit,** and **Non-IVV** boxes to put into the **Sub Total** box.
- Transfer the number of **Free:** walkers from the PEAS form to the **Free** box on the EPR form.
- Add the **Sub Total** and **Free** boxes to fill in the **Total** box.
- Copy the **Sub Total** box into the **SUBTOTAL from above:** line. Multiply this number by \$1.25 and put this amount in the **Total:** line.
- Transfer the number of New Walker Coupons from the PEAS form to the **Minus \_\_\_\_\_ Coupons @ \$1.25 each:** line. Do the calculation and complete the line.
- Subtract the NWC amount from the Total line above it to complete the **Total Participation Fee Due** line.

**Step 15:** Log onto the club section of the AVA website to complete the Participation Report for this event.

- Log on and get to the SWS home page. Click on the **Events** button.
- Click on the **Check ESR** button.
- Find the event in the list and press the **Participation Report** button.
- Fill in the numbers from the ERP form to the **Award, IVV Credit Only, Non-IVV, Free,** and **Coupons** boxes. Double check your numbers and press the **Submit Update** button.
- You are given one more chance to back out, but if the numbers you input are correct, finish up the report.
- Log out by leaving the club page.
- Check the checkbox in the **Do:** section of the PEAS form that says **Participation Report done on AVA website?**

**Step 16:** Prepare the mailing to AVA:

- Wrap the stamp in tissue paper and place in the small, bubble-wrap bag. Place this in the larger, padded envelope already addressed to AVA.
- Write our club number (#0265) and the AVA Event ID (computer number) on the back of each New Walker Coupon received at the event. Place these in the padded envelope.
- Tape the padded envelope shut. Take to the Post Office and mail 1st class.

**Step 17:** Prepare stuff to be transferred to the Treasurer:

- Write the date redeemed and event name on the back of each Stick's Buck that lacks those.
- Put the cash, checks, and Stick's Bucks in the extra pouch.

- Keep the PEAS, ERP, Membership Tally Sheet, Specialties Tally Sheet, Membership forms, renewal forms, and any other pertinent documentation together.
- The PEAS form will be used as an Income Report, so no other form is necessary. Just make sure the amount of money being transferred agrees with the PEAS form.