

Region ____

Illinois High School College Driver Education Association
Workshop Expense Worksheet

Date ____/____/____

Line			Line
1	Insert Region # Here----->	_____	1
2	Insert Location of Workshop Here----->	_____	2
3	Insert Regional Director Here----->	_____ Phone: _____	3
4	Insert Workshop Director Here----->	_____ Phone: _____	4
5	WS Fee for those who <u>did not</u> pay dues at Spring Conference-----	\$ _____	5
6	WS Fee for Hall of Fame Members and Paid up Members	\$ _____	6
Income			
7	Total Amount of <u>Checks</u> Received	\$ _____	7
	Currency (Include 50/50 proceeds)	Count Value	
8	\$50s	= \$ _____	8
9	\$20s	= \$ _____	9
10	\$10s	= \$ _____	10
11	\$5s	= \$ _____	11
12	\$1s	= \$ _____	12
13	Total Currency (<i>Add Lines 8 thru 12</i>)	\$ _____	13
14	Total Cash Received (<i>Add Lines 7 and 13</i>)	\$ _____	14
Reconciliation			
	No.		
15	Membership Renewals (<i>WS Fee + \$35</i>)	_____ @ _____ \$ _____	15
16	Retirees (<i>WS Fee + \$15</i>)	_____ @ _____	
17	Honorary & Paid-up Members (<i>WS Fee Only</i>)	_____ @ _____ \$ _____	16
18	Guests (<i>No Charge</i>)	_____	17
19	Total in Attendance (<i>Add Lines 15 - 17</i>)	_____	18
20	Net 50/50 Income	\$ _____	19
21	Misc Income	\$ _____	20
22	Total cash to be accounted for (<i>Add 15, 16, 19, 20</i>)	\$ _____	21
23	(<i>Difference between Lines 14 & 22 should be \$0.00</i>)	Difference \$ _____	22
Expenses			
24	Postage, Phone calls, Mileage, Etc.	\$ _____	23
25	Coffee & Rolls	\$ _____	24
26	Door Prizes	\$ _____	25
27	Luncheon	\$ _____	26
28	Room Rental	\$ _____	27
29	Total Expenses (<i>Add Lines 23 thru 27</i>)	\$ _____	28
Disbursements to:			
30	Regional Director or Workshop Director (<i>Add lines 23,24,26,27</i>)	\$ _____	29
31	Membership Dues (<i>Renewals X \$35</i>)	\$ _____	30
32	Contributions (<i>Line 21 - (L29+L30)</i>)	\$ _____	31
33	IHSCDEA Treasurer (Kristin Gannaway) (<i>Add lines 30 + 31</i>)	\$ _____	32
34	Total Cash Dispersed (<i>Add lines 25, 29,30</i>) (<i>Add lines 25,29,32</i>)	\$ _____	33
35	(<i>Difference between Lines 21 & 33 should be \$0.00</i>)	Difference \$ _____	34

Please send copies of this document to:

Earl Anderson, Workshop Chair; Kristin Gannaway, Treasurer

Please include next year's Location, Date, Workshop Chairperson and Director on the back of this sheet.

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Date for next year's Workshop

Location for next year's Workshop

Workshop Chairperson

Regional Director
