



# Loose Bead Society of Greater Milwaukee

## Expenditure and Revenue Form 2011

Expenditure

Revenue

Document # \_\_\_\_\_

Chart of Accounts - CODING choose one from each category

<u>Committee</u>	<u>Events</u>	<u>Accounts</u>	
Administration	Bead - In Fall	Advertising	Judges
Community Service	Bead - In Spring	Awards	Kits
Membership	Bead and Button	Bag Check	Licenses
Newsletter	Challenge	Beading Supplies	Misc Exp
Past President	Chemo Caps	Class Fees	Misc Rev
President	Community Service	Consignment Fee	Office Supplies
President-Elect	Duplicate Membership Cards	Consignment Payment	Postage
Programs	For the Love of Beads	Consignment Revenue	Presenter
	Global Bead Society	Daily Fee	Printing
	Haiti	Donations Given	Raffle
	Lamination	Donations Received	Room Rentals
	Loominosity	Donations, Beads	Space Rental
	Marketing	Dues	Travel
	Membership - Corporate	Education	Uncorkt
	Membership - Individual	Equipment	Website
	Newsletter	Food	
	President's Trip	Fund Raising	
	Program	Hot Glass	
	Retreat	Instructor	
	Rummage Sale	Insurance	

**Instructions:**

- Complete form to the best of your ability.
- Describe the transaction - what is it for?
- Code the form.
- Attach checks, cash, receipts and invoices in an envelope attached to this form.
- Please note: In order to keep good financial records, all revenues and expenses should be submitted within 30 days.

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

	Description	Qty	Amt	Total	Committee	Event	Account
ex	Retreat Registration	25	35.00	875.00	Special Events	Retreat	Daily Fee

**Document Total** \_\_\_\_\_

Dep Date for Revenues: \_\_\_\_\_

<b>Checks</b>	
<b>Cash</b>	
<b>Total</b>	

Check # for Expenses: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_