

## Expense Recording for ACT

Producers and committee chairs are responsible for keeping track of the expenses they incur and keeping within their budget. When you approve a reimbursement request, you are attesting to the fact that:

**A:** It was a valid expense for your committee or production

**B:** You have recorded the expense to assist the producer and treasurer in the final reconciliation of the production's budget.

You are free to use whatever method works best for you. This worksheet is one approach that records all the information the treasurer needs, but it may not be ideal for your purposes.

## Expenses Sheet

Don't make entries in the green-shaded cells.

If you run short of green-shaded rows, you can copy the last row as many times as necessary, or you can start with a new blank worksheet.

If a reimbursement request covers more than one category, leave columns B and C blank and enter additional categories and amounts.

The categories you use in column E should match your budget categories

It is possible to use a Pivot Table (in Excel) or Data Pilot (in OpenOffice) to generate reports that total expenses by category or payee. There are a couple hidden columns to the right of the form that are useful for that purpose. If you would like a demonstration, the treasurer would be happy to oblige.

**If you have any questions or suggestions, please contact the treasurer:**

[treasurer@act.arlington.ma.us](mailto:treasurer@act.arlington.ma.us)

