

# ACT Income Reporting Spreadsheet

## Motivation:

As a producer or committee chair, you may need to collect cash or checks as part of a production. As a 501(c)(3) organization, ACT has a legal responsibility to keep accurate records of the money we collect: who paid us, how much they paid and for what purpose. Some payments are more critical than others, but if, for example, someone requests a refund, we need to have a clear record of whether or not they paid in the first place. The treasurer has the legal responsibility of maintaining these records, but is not likely to be intimately involved with your committee, so it is important that you maintain accurate records that you can pass on to the treasurer along with the money you collect.

## Procedure:

The form on the second worksheet is for recording payments. As cash and checks come in, record them here. When you are ready to send money to the treasurer, date the form, print it out and include it with the cash and checks that you give to the treasurer. Then start a new form. You can copy the blank worksheet before you start so you always have a blank form ready.

Be sure to fill in the name of the production, your name and the date at the top of the form.

Don't enter anything into the green-shaded cells. These are automatically calculated.

Each payment should be allocated to one or more categories corresponding to your budget categories (sets, costumes, tickets, etc.) Refer to the Example worksheet to see how this is done.

The Balance column initially shows the total amount of the current check. As you enter the amount for each category, the balance will decrease and the Total column will increase. When the total amount of the check has been accounted for, the Total column will equal the amount of the check and the Balance column will be blank. If the breakdown into categories does not add up to the check amount, you will still have a non-zero value in the Balance column.

If you are an Excel expert, you will find three hidden columns to the right of the form that are useful if you want to generate a pivot table of the data you enter. If you'd like to learn about this, the treasurer would be happy to demonstrate.

By following these procedures, we will know that you have recorded the income for your records, and we can account for all the money we receive.

If you have any questions or suggestions, please contact the treasurer:  
treasurer@act.arlington.ma.us.



Receipts for: **Jeanne d'Arc**

Reported by: Norton Allen

Date	Child's Name	Check # or Cash	Name on Check	Check Amount	Category	Amount
10-Oct	Bill Jones	4584	Martha Henderson	\$100.00	T-Shirt	\$30.00
					Tickets	\$48.00
					DVD/CD	\$12.00
					Well Wishers	\$10.00
1-Nov	Robbie Fredericks	3312	Fredericks	\$120.00	T-Shirt	\$48.00
					Tickets	\$30.00
					DVD/CD	\$12.00
					Well Wishers	\$30.00
4-Nov	Mary Smith	1038	Smith-Zygnova	\$15.00	T-Shirt	\$15.00
4-Nov	Jessica Whittemore	524	Whittemore	\$67.00	T-Shirt	\$15.00
					Tickets	\$32.00
					DVD/CD	\$15.00
					Well Wishers	\$5.00
4-Nov	Albus Dumbledore	6168	Dumbledore	\$68.00	T-Shirt	\$12.00
					Tickets	\$56.00
4-Nov	Mary Smith	902	Smith-Zygnova	\$40.00	Tickets	\$40.00
4-Nov	Roy Anderson	7523	Anderson	\$125.00	T-Shirt	\$12.00
					Tickets	\$56.00
					DVD/CD	\$12.00
					Well Wishers	\$5.00
					Membership	\$40.00
4-Nov	Bill Jones	Cash		\$5.00	Well Wishers	\$5.00
7-Nov	Fenwyck Ames	177	Jean Smithers	\$181.00	T-Shirt	\$60.00
					Tickets	\$24.00
					DVD/CD	\$12.00
					Well Wishers	\$10.00
					Registration	\$75.00
7-Nov	Anna Stigmatism	783	IM Unfocused	\$85.00	Tickets	\$56.00
					T-Shirt	\$12.00
					DVD/CD	\$12.00
					Well Wishers	\$5.00
Total:				\$806.00		\$806.00