

**Sacramento Weavers & Spinner Guild
Income/Distribution Form**

When submitting receipts for expenses for which you wish to get reimbursed; or monies that are part of Guild income, please complete this form and submit it to the guild treasurer along with the appropriate receipts and/or documentation.

Date: _____ **Your Name:** _____ **Phone#:** _____

INCOME:

- Donations _____
- Guest Fees _____
- Guild Workshop Income _____
- Hospitality Income _____
- Interest Income _____
- Intro Workshop Income _____
- Library Equipment Rental _____
- Library Income _____
- Membership Income _____
- Newsletter Advertisement _____
- Open House Member Sales _____
- Open House Raffle _____
- Raffle Ticket Sales _____
- Other (Please Specify) _____

Total amount submitted as income \$ _____

EXPENSES:

- | | |
|------------------------------|---|
| CNCH Liason _____ | Open House Expense _____ |
| CNCH Membership _____ | Open House Members Sales _____ |
| Custodian Gift _____ | Open House Sales Tax _____ |
| Guild Workshop Expense _____ | President Gift _____ |
| HGA Fee _____ | Program Speaker & Travel _____ |
| Historian Expense _____ | Raffle Ticket Expense _____ |
| Hospitality Expense _____ | Secretary Expense _____ |
| Intro Workshop Expense _____ | State Filing Fee (Odd Year Only) _____ |
| Library Expense _____ | Sunshine Expense _____ |
| Membership Expense _____ | Treasurer Expense _____ |
| Newsletter Expense _____ | Web Site Expense _____ |
| Other (Please Specify) _____ | |

Total amount submitted for reimbursement \$ _____

Comments or Explanation _____

Reimbursement check payable to: _____

For Treasure's Use:

Date of Deposit: _____
 Date of Reimbursement: _____ Check Number: _____
 Approved by: _____