

# Monthly Record of Income And Expenditures Worksheet

Education Association

\_\_\_\_\_ (Month)

**Line**

- 1. Cash on hand (checkbook balance end of previous month) \_\_\_\_\_
- 2. Income (from line 11) \_\_\_\_\_
- 3. Expenditures (from line 52) \_\_\_\_\_
- 4. End of month balance \_\_\_\_\_  
(lines 1 + 2 - 3)

**300 INCOME**

- 5. Local Dues \_\_\_\_\_
- 6. Interest \_\_\_\_\_
- 7. Assessments \_\_\_\_\_
- 8. Donations, Gifts \_\_\_\_\_
- 9. Income from Sales, Benefits, etc. \_\_\_\_\_
- 10. Miscellaneous \_\_\_\_\_
- 11. **TOTAL – 300 INCOME:** \_\_\_\_\_  
(total lines 5-10)

**400 EXPENDITURES**

**410 ADMINISTRATIVE OPERATIONS**

- 12. Office Rent \_\_\_\_\_
- 13. Postage \_\_\_\_\_
- 14. Telephone and Telegraph \_\_\_\_\_
- 15. Utilities \_\_\_\_\_
- 16. Supplies (paper, mimeographing, ditto, etc.) \_\_\_\_\_
- 17. Equipment \_\_\_\_\_
- 18. Subscriptions, Fees, Dues \_\_\_\_\_
- 19. Bonding of Treasurer \_\_\_\_\_
- 20. Officers' Honorarium (or Salary) \_\_\_\_\_
- 21. Officers' Expenses \_\_\_\_\_
- 22. Secretarial Services \_\_\_\_\_
- 23. Bank Charges \_\_\_\_\_
- 24. Custodial Services \_\_\_\_\_
- 25. Other \_\_\_\_\_
- 26. **Total - 410 ADMINISTRATIVE OPERATIONS:** \_\_\_\_\_  
(total lines 12-25)

**420 CONFERENCES, WORKSHOPS, ORIENTATION**

- 27. Orientation \_\_\_\_\_

- 28. TEA Representative Assembly \_\_\_\_\_  
 ( \_\_\_\_\_ delegates @ \$ \_\_\_\_\_)
- 29. NEA Convention \_\_\_\_\_  
 ( \_\_\_\_\_ delegates @ \$ \_\_\_\_\_)
- 30. TEA Summer Association Leadership Workshop) \_\_\_\_\_  
 ( \_\_\_\_\_ delegates @ \$ \_\_\_\_\_)
- 31. Other \_\_\_\_\_
- 32. **Total - 420 CONFERENCES, WORKSHOPS, ORIENTATION:**  
 (total lines 27-31) \_\_\_\_\_

**430 PR, LEGISLATION, NEWSLETTER**

- 33. Public Relations \_\_\_\_\_
- 34. Legislation \_\_\_\_\_
- 35. Newsletter \_\_\_\_\_
- 36. Other \_\_\_\_\_
- 37. **Total - 430 PR, LEGISLATION, NEWSLETTER:**  
 (total lines 33-36) \_\_\_\_\_

**440 SOCIAL ACTIVITIES**

- 38. Refreshments \_\_\_\_\_
- 39. Luncheons, Dinners \_\_\_\_\_
- 40. Parties \_\_\_\_\_
- 41. Picnics \_\_\_\_\_
- 42. Other \_\_\_\_\_
- 43. **Total - 440 SOCIAL ACTIVITIES:**  
 (total lines 38-42) \_\_\_\_\_

**450 OTHER COMMITTEE EXPENSES**

- 44. Membership \_\_\_\_\_
- 45. Professional Rights and Responsibilities \_\_\_\_\_
- 46. Instruction and Professional Development \_\_\_\_\_
- 47. Program \_\_\_\_\_
- 48. Human Relations \_\_\_\_\_
- 49. Salary \_\_\_\_\_
- 50. Other \_\_\_\_\_
- 51. **Total - 450 OTHER COMMITTEE EXPENSES:**  
 (total lines 44-50) \_\_\_\_\_

**460 CONTRIBUTIONS - PROFESSIONAL AND CIVIC**

- 52. Scholarships, Awards, Prizes \_\_\_\_\_
- 53. Teacher Rights \_\_\_\_\_
- 54. United Fund, Disaster Relief, etc. \_\_\_\_\_

55.	Other	_____	
56.	<b>Total - 460 CONTRIBUTIONS - PROFESSIONAL AND CIVIC:</b>		
	(total lines 52-55)		_____
57.	<b>470 GIFTS, FLOWERS, CARDS</b>		_____
58.	<b>480 FUND RAISING PROJECTS</b>		_____
	<b>MISCELLANEOUS</b>		
59.	Contingency Fund	_____	
60.	Other	_____	
61	<b>Total MISCELLANEOUS:</b>		
	(total lines 59-60)		_____
62.	<b>TOTAL – 400 EXPENDITURES</b>		
	(total lines 26 + 32 + 37 + 43 + 51 + 56 + 57 + 58 + 61)		_____