

sheet(s) for each. Do NOT combine Code Letters on same sheet. Use separate sheet(s).)

<i>Date</i>	<i>Name and Address</i>	<i>Code Letter or No.</i>	<i>Explanation</i>	<i>Check No.</i>	<i>Amount</i>
48. Total of this Sheet				\$.....	

49. Coding:

Receipts

Contribution (goods, service(s), money(s), or equivalent of \$10 or greater in value by full name and address of contributor.) (C)

Sale of Tickets (dinners, testimonials, cocktail parties, barbecues, crab feasts, and similar functions). List individual names and addresses if ticket is sold for \$25 \$51 or more. List total only here, if less than \$25 \$51 a ticket. (T)

Sale of Items (List total sales only) (I)

Loan or Advance (L)

Transfer of funds (TR)

Rebate, refund, or discount (R)

Miscellaneous (M)

(To correspond to balance at end of previous reporting period)

Disbursements

Personnel (1)

Field Expense (2)

Broadcasting (3)

Publicity; Literature and items (4)

Office Overhead (5)

Transfer of funds (6)

Fund-raising costs (7)

Miscellaneous (8)

Petty Cash

A separate book or ledger shall be maintained for petty cash. Cash disbursements are best handled by the imprest system, according to which a "float" of x dollars is issued for the petty cash fund. Then periodically, or as needed, a summary of expenditures supported by vouchers is drawn up and a check for the total thereof is issued to reimburse the petty cash fund. The total shall be entered as an expenditure and broken down into the appropriate analysis columns.