

SAMPLE FORMS

Receipt			
Name	For	Date	Amount
Past Treas.	In Bank	6/1 -	447 82
Bogen, R.M.	Old Acct.	9/26 1	6 00
Beckman, J.R.	" "	9/28 2	4 00
Miller, H.N.	Schedule	10/1 3	15 00
Hunt, P.B.	"	10/2 4	15 00
Walker, E.W.	Old Acct.	10/3 5	5 00
" "	Schedule	5	15 00
Allen, J.S.V.	Schedule	10/3 6	15 00
Bogen, R.M.	"	10/4 7	15 00
Swain, D.S.	"	10/4 8	15 00
Davis, A.R.	Old Acct.	10/5 9	4 00
" "	Schedule	9	15 00
Decker, P.B.	"	10/8 10	15 00
Beckman, J.R.	"	10/9 11	15 00
Bridgeman, W.A.	"	10/9 12	15 00
Lyle, R.D.	"	10/10 13	15 00
Doty, J.T.	"	10/20 14	15 00
Ryder, R.R.	"	10/30 15	15 00
Way, W.W.	Old Acct.	11/20 16	5 00
" "	Schedule	16	15 00
Stanley, P.T.	Schedule	12/5 17	30 00
Dunn, W.D.	"	12/6 18	30 00
Gayer, B.T.	"	12/6 19	30 00
Patten, R.M.	"	12/6 20	30 00
Taylor, T.W.	"	12/7 21	30 00
Sub-total to 12/7/92.			831 82

Note: This sample form represents a chapter using a schedule of rates. The first men are old members, schedule \$15.00. Later men are fall initiates, with a \$30.00 schedule.

Receipt			
Name	For	Date	Amount
Past Treas.	In Bank	6/1 -	574 82
Allen, S.J.	Fall Dues	9/27 1	5 00
Burket, W.R.	" "	9/28 2	5 00
Corley, W.T.	" "	9/29 3	5 00
Davis, J.H.	" "	10/1 4	5 00
Karrer, E.F.	" "	10/2 5	5 00
Black, R.J.	Old Acct.	10/6 6	5 00
" "	Fall Dues	6	5 00
Prof. Byrne	Dinner Meeting	10/7 7	1 00
Prof. Smith	" "	10/7 8	1 00
Tucker, T.T.	Fall Dues	10/9 9	5 00
Woodall, M.M.	" "	10/15 10	5 00
Hoanre, P.B.	Old Acct.	10/16 11	10 00
Dunn, W.D.	Fall Dues	10/17 12	5 00
Slater, R.F.	" "	10/18 13	5 00
Fuller, D.A.	Special Income	11/15 14	15 00
Kelso, P.L.	Initiation Fee	11/16 15	25 00
Holt, K.B.	" "	11/17 16	25 00
Horn, R.H.	" "	11/17 17	25 00
Roth, C.D.	" "	11/17 18	25 00
Glaser, A.R.	" "	11/17 19	25 00
Weed, H.M.	" "	11/17 20	25 00
Wagner, H.D.	" "	11/17 21	25 00
Sub-total to 12/7/92.			831 82

Note: This sample form represents a chapter charging dues and initiation fee separately. Obviously, Prof. Smith could later attend the initiation banquet, thus:

Prof. Smith	Initiation Banquet	12/4 47	2 00
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SAMPLE FORMS

Form 1 Page E-1

T A N

JOURNAL-EXPENDITURES 1992-1993

To	For	Check		Amount
		Date	No	
Union	Dinner Meeting	10/5	1	47 50
Post Office	Post Cards	10/19	2	12 00
Davis, J.H.	Convention Exp.	10/22	3	124 83
Steward-SAE	Smoker Exp.	11/7	4	8 00
Doty, J.I.	" Refresh's	11/7	5	32 00
Maize, W.H.	" Entert.	11/7	6	15 00
Nat'l. Treas.	Convention Bal.	11/24	7	75 17
Printing Co.	Init. Programs	12/5	8	31 63
Hotel	Init. Banquet	12/5	9	175 00
Bookstore	Init. Prizes	12/6	10	8 42
College Annual	1 page	12/9	11	40 00
Sub-total to 12/7/92				569 55

Form 1 Page B-1

T A N

BALANCE 1992-1993

Item	Description	Date	No	Amount
As of 12/7/92:				
				After Check or Receipt
A	Check Book Bal.	12/7	11	232 27
B	Cash Undepos.	12/7	21	30 00
A+B	Cash Balance			262 27
C	Expenditures	12/7	11	569 55
A+B+C				831 82
D	Income-Total			831 82

Notes: Item B includes checks.
 Item C comes from Journal-Expenditures, Sample E-1.
 Item D comes from Journal-Income, Sample I-1 or I-2.

Approved 12/9/92
 J.H. Davis, Pres.

Approved 12/11/92
 M.L. Smith, Comm. Adm. Board

