

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

SAMPLE FORMS

Form 1		T A N	Page <u>D-1</u>
<u>DUE ON OLD ACCOUNTS 1992-1993</u>			
(Stud. graduated last year)*			
Name	Best known address	Amount	
Carey, C.B.		5.00	
Layfield, E.R.		6.00	
Patton, H.L.		6.00	
Swain, J.J.		10.00	
Winters, O.		11.00	
Young, D.L.		1.00	
* Refers to year outgoing Treasurer took over.			

Form 1		T A N	Page <u>D-2</u>
<u>DUE ON OLD ACCOUNTS 1992-1993</u>			
(Stud. graduating this year)*			
Name	Best known address	Amount	
Annis, B.B.		3.00	
Barnes, O.K.		4.50	
Bidlark, C.S.		3.00	
Focke, A.E.		4.50	
Early, D.H.		3.00	
Hunt, F.V.		4.50	
Juve, A.E.		3.00	
Rybalt, A.L.		4.50	
Scott, F.M.		3.00	
Wideman, S.J.		3.00	
* Refers to year incoming Treasurer received the books.			

SAMPLE FORMS

Form 2

TAN

Page A-1

ACTIVE MEMBER ACCTS. 1972-1973

Allen, J.S.V.	
Schedule	1500
Receipt	
Date No.	
10/3 6	1500

Anderson, R.A.	
Schedule	1500
Receipt	
Date No.	

Beckman, J.R.	
Old Account	400
Schedule	1500
Receipt	
Date No.	
9/28 2	400
10/9 11	1500

Bogen, R.M.	
Old Account	600
Schedule	1500
Receipt	
Date No.	
9/26 1	600
10/4 7	1500

Form 2

TAN

Page A-2

ACTIVE MEMBER ACCTS. 1972-1973

Allen, S.J.	
Fall Dues	500
Receipt	
Date No.	
9/28 1	500

Auburn, W.N.	
Fall Dues	500
Receipt	
Date No.	

Black, R.J.	
Old Account	500
Fall Dues	500
Receipt	
Date No.	
10/6 6	1000

Burket, W.R.	
Fall Dues	500
Receipt	
Date No.	
9/28 2	500

