

Description	Qty	Amt \$	Total \$	Category	Sub-Category	Account
Retreat brochure for 2018	1	198.53	198.53	Special Events	Retreat	Printing
Stamps (300)	1	147.00	147.00	Administration	Administration	Postage
Class payment for Terri Teacher	7	\$25.00	\$175.00	Special Events	Bead-in - Spring	Class Fees - Out
Petty cash for Rummage Sale	1	\$200.00	\$200.00	Administration	Administration	Petty Cash - Out
Member dues	14	30.00	420.00	Membership	Individual	Dues
Payment from Brookfield Library project	1	\$80.00	\$80.00	Community Service	Brookfield Library Project	Donation - In

Expense  
Expense  
Expense  
Expense  
  
Revenue  
Revenue

LBS is not tax exempt. We have to pay sales tax. Do NOT write a separate line item for the thing you purchased and one for the tax. Just use one line item for the total amount.

Yes, you can abbreviate Category, Sub-Category, & Account. For example, "Admin", "Sp Ev", "Off Supp"

All postage – EXCEPT RAFFLE POSTAGE/SHIPPING – goes under Admin – Admin – Postage.

All petty cash goes under Admin - Admin - Petty Cash (in or out). Specify the event or reason for the petty cash in the description.

Try to keep LBS purchases separate from personal purchases. I realize this is sometimes not possible.

Get a receipt for ALL purchases, including online purchases. Sometimes the "receipt" might be as basic as an email confirmation. Feel free to forward the email confirmation to me.

If you use the LBS debit card to purchase something, please send me an email the same day telling me a rough description of what you purchased, the name of the company (store), and the amount.

**Administration**

**Administration**

**Donation - in**  
**Petty Cash - in**

*Revenue - In*

General donations in  
All petty cash in; specify event in the description

*Expense - Out*

**Design/Prof Services** Design of general use items - the logo, pop-up sign,

**Donation - out** General donations out  
**Equipment** Equipment or software for general use (computer, video, audio, financial, storage, etc)

**Food - out** Food supporting administrative activities such as lunch at a board mtg

**Insurance** Insurance and riders LBS has to pay  
**Marketing** Pop-up sign, tyvek pictures, tablecloth, easel, rubber "LBS" stamp, LBS Event Signs

**Memorial** Donations that are specifically memorials  
**Office Supplies** Office supplies not specific to an event

**Petty Cash - out** All petty cash out; specify event in the description

**Postage** All postage or shipping of envelopes or packages EXCEPT anything specific to the Raffle

**Printing** General items, eg. the bylaws  
**Volunteer Support** Volunteer appreciation tokens

**Administration**

**Library**

**Equipment**  
**Materials**

**Office Supplies**  
**Printing**

**Communications**

**Website**  
**Fees**

**Fundraising**

**Sales**  
**Bead Mixes & Kits**

**Miscellaneous**

**Name of Fundraiser**

**Promo Items**

*Expense - Out*

Bookshelves, carts, software, etc  
Books, Magazines, Videos, etc (the items we eventually lend out)  
Supplies, folders, bookplates, etc  
Flyers, forms, etc

*Expense - Out*

All fees for domain and hosting

*Both Revenue & Expense*

Selling leftover kits (other than on the program night) or bead mixes or very similar items  
Laminations, replacement cards, minor donations (\$1)  
If we do a specific fundraiser to sell something (calendars, flat spiral kits, etc)  
Tote bags, aprons, anything with LBS logo

**Fundraising**

**Bead & Button**  
**Income**

**Food - out**  
**Office Supplies**  
**Printing**  
**Travel**

**Fundraising**

**Raffle**  
**Income**

**Awards/Prizes**  
**License**  
**Office Supplies**

**Postage**  
**Printing**

**Membership**

**Individual**  
**Dues**

**Membership**  
**Office Supplies**

**Printing**

*Revenue - In*  
Income from Bag Check  
*Expense - Out*  
Candy for the table  
Receipts, pens, lamination of signs, etc.  
Flyers, forms, etc  
Parking for daily supervisor (of LBS volunteers)

*Revenue - In*  
Income from Raffle Ticket Sales

*Expense - Out*  
If we have to purchase raffle prizes  
The Raffle License  
Supplies specifically associated with the Raffle, such as packaging material for mailing  
Postage or Shipping charges specifically associated with the raffle  
Printing specifically associated with the Raffle, such as the tickets themselves

Individual Dues  
*Expense - Out*

Labels, envelopes, paper, folders, name tags, etc  
Membership brochures, bookmarks, volunteer brochures, etc.

**Administration**

**Space Rental**

**PO Box**

**Safety Deposit Box**

**Storage Locker**

*Expense - Out*

Rental of PO Box  
Rental of Safety Deposit Box  
Rental of Storage Locker

<b>Fundraising</b>		<b>Community Service</b>		<b>Special Events</b>	
<b>Rummage</b>	<i>Revenue - In</i>	<b>Project #1 (specify)</b>	<i>Revenue - In</i>	<b>Milwaukee Bead Show</b>	<i>Expense - Out</i>
<b>Food - in</b>	Money collected from participants specifically for food	<b>Donation - in</b>	If donation comes into LBS	<b>Food - out</b>	Any food (or candy) supporting the Mke Bead Show
<b>Income</b>	Income from the Rummage Sale		<i>Expense - Out</i>	<b>Space Rental</b>	What LBS pays to rent a booth at the show
<b>Registration</b>	Fee to rent a table at the sale	<b>Donation - out</b>	If donation is made to a Community Service cause		
	<i>Expense - Out</i>	<b>Office Supplies</b>	Any supplies, eg. storage bins	<b>Special Events</b>	
<b>Advertising</b>	Ad(s) in the paper	<b>Project Supplies</b>	Project supplies for Community Service	<b>Retreat</b>	<i>Revenue - In</i>
<b>Food - out</b>	Meals (including tax and tip), candy, snacks			<b>Class Fees - in</b>	If teacher charges \$XX per student and you collect exactly that, put it here
<b>Office Supplies</b>	Supplies, price stickers, baggies, etc	<b>Community Service</b>		<b>Food - in</b>	Money collected from participants specifically for food
<b>Printing</b>	Flyers, registration forms, etc	<b>Project #2 (specify)</b>	<i>Revenue - In</i>	<b>Kit Fees - in</b>	If teacher charges \$XX per kit and you collect exactly that, put it here
<b>Space Rental</b>	What LBS pays to rent a room to hold the sale	<b>Donation - in</b>	If donation comes into LBS	<b>Registration</b>	Daily fees, and if you charge more per student than a teacher collects, put it here
			<i>Expense - Out</i>		<i>Expense - Out</i>
<b>Programs</b>		<b>Donation - out</b>	If donation is made to a Community Service cause	<b>Awards/Prizes</b>	Door prizes, goody bag items, daily projects or prizes, giveaways, etc
<b>Monthly Programs</b>	<i>Revenue - In</i>	<b>Office Supplies</b>	Any supplies, eg. storage bins	<b>Class Fees - out</b>	If teacher charges \$XX per student and you pay exactly that, put it here
<b>Kit Sales</b>	Sales at the end of the night of remaining kits from a hands-on project	<b>Project Supplies</b>	Project supplies for Community Service	<b>Design/Prof Services</b>	Design work for any ad or promotional material (such as the brochure)
	<i>Expense - Out</i>			<b>Food - out</b>	Meals (including tax and tip), candy, snacks
<b>Food - out</b>	Any food supporting the Monthly Programs	<b>Special Events</b>		<b>Kit Fees - out</b>	If teacher charges \$XX per kit and you pay exactly that, put it here
<b>Presenter/Instructor</b>	Fees paid to any presenter or instructor that are not exactly a class fee	<b>Bead-in Fall or Bead-in Spring</b>	<i>Revenue - In</i>	<b>Office Supplies</b>	Any general office supplies needed for the retreat
<b>Printing</b>	Flyers, handouts - other than hands-on instructions			<b>Presenter/Instructor</b>	Fees paid to any presenter or instructor that are not exactly a class fee
<b>Project Supplies</b>	All supplies for hands-on projects, including the instructions	<b>Class Fees - in</b>	If teacher charges \$XX per student and you collect exactly that, put it here	<b>Printing</b>	Brochures, surveys, flyers, misc paperwork, etc.
<b>Space Rental</b>	What LBS pays to rent space for a program	<b>Food - in</b>	Money collected from participants specifically for food	<b>Space Rental</b>	What LBS pays for the banquet, class, and open beading room rentals
<b>Travel</b>	If you pay for a presenter's hotel, mileage, parking, per diem meals, then put it here	<b>Kit Fees - in</b>	If teacher charges \$XX per kit and you collect exactly that, put it here	<b>Travel</b>	If you pay for a teacher's hotel, mileage, parking, per diem meals, then put it here
		<b>Registration</b>	Daily fees, and if you charge more per student than a teacher collects, put it here		
			<i>Expense - Out</i>	<b>Special Events</b>	
<b>Programs</b>		<b>Class Fees - out</b>	If teacher charges \$XX per student and you pay exactly that, put it here	<b>Presidents Trip</b>	<i>Revenue - In</i>
<b>Visiting Artist</b>	<i>Revenue - In</i>	<b>Food - out</b>	Meals (including tax and tip), candy, snacks	<b>Registration</b>	What members pay to participate in the event
<b>Class Fees - in</b>	If teacher charges \$XX per student and you collect exactly that, put it here	<b>Kit Fees - out</b>	If teacher charges \$XX per kit and you pay exactly that, put it here		<i>Expense - Out</i>
<b>Food - in</b>	Money collected from participants specifically for food	<b>Office Supplies</b>	Name tags, any other supplies	<b>Admission</b>	Admission fees to museum, show, etc.
<b>Kit Fees - in</b>	If teacher charges \$XX per kit and you collect exactly that, put it here	<b>Presenter/Instructor</b>	Fees paid to any presenter or instructor that are not exactly a class fee	<b>Food - out</b>	Meals (including tax and tip), candy, snacks
<b>Registration</b>	Daily fees, and if you charge more per student than a teacher collects, put it here	<b>Printing</b>	Flyers, registration forms, etc	<b>Printing</b>	Flyers, registration forms, etc
	<i>Expense - Out</i>	<b>Project Supplies</b>	All supplies for hands-on projects (if you have one)	<b>Project Supplies</b>	Project supplies for Presidents Trip
<b>Class Fees - out</b>	If teacher charges \$XX per student and you pay exactly that, put it here			<b>Transportation</b>	What LBS pays for transportation
<b>Food - out</b>	Meals (including tax and tip), candy, snacks	<b>Special Events</b>			
<b>Kit Fees - out</b>	If teacher charges \$XX per kit and you pay exactly that, put it here	<b>Challenge</b>	<i>Expense - Out</i>		
<b>Office Supplies</b>	Any general office supplies	<b>Awards/Prizes</b>	Including free membership or free day at the retreat		
<b>Presenter/Instructor</b>	Fees paid to any presenter or instructor that are not exactly a class fee	<b>Food - out</b>	Any food supporting the Challenge		
<b>Printing</b>	Brochures, surveys, flyers, misc paperwork, etc.	<b>Judging Fees</b>	If you pay a Judge for their services (even in form of gift card)		
<b>Space Rental</b>	What LBS pays to rent a room to hold the visiting artist class or presentation	<b>Printing</b>	Flyers, registration forms, etc		
<b>Travel</b>	Various travel expenses that LBS pays - put detailed description in descriptions	<b>Project Supplies</b>	Project supplies for Challenge (eg. wallpaper samples)		