

Administration			Fundraising		Community Service	
Financial	<i>Revenue - In</i>		Membership	<i>Revenue - In</i>	Project Name (specify)	<i>Revenue - In</i>
Donation - in	General donations in		Individual Dues	Individual Dues	Donation - in	If donation comes into LBS
Petty Cash - in	All petty cash in; specify event in the description				Kit Sales	Sales of kits from a project
	<i>Expense - Out</i>		Fundraising	<i>Revenue - In</i>	Project Name (specify)	<i>Expense - Out</i>
Donation - out	General donations out		Bead & Button	Income from Bag Check	Awards/Prizes	Prizes associated with Community Service activities (this generally applies to the Scholarship Fund for the student's choice (scholarship recipient) during the Special Event Challenge
Petty Cash - out	All petty cash out; specify event in the description		Income	<i>Expense - Out</i>	Donation - out	Donations made to a Community Service cause
			Food - out	Candy for the table	Office Supplies	Any general office supplies
Administration			Office Supplies	Receipts, pens, lamination of signs, etc.	Project Supplies	Project supplies for Community Service
General	<i>Expense - Out</i>		Printing	Flyers, forms, etc		
Equipment	Equipment or software for general use (computer, cords, video, audio, financial, storage tubs/racks, tablecloth, easel, rubber "LBS" stamp, pop-up sign, cash boxes, etc)		Travel/Parking	Parking for daily supervisor (of LBS volunteers)		
Food - out	Food supporting administrative activities such as lunch at a board mtg (avoid this)		Fundraising	<i>Revenue - In</i>		
Memorial	Donations that are specifically memorials		Raffle	Income from Raffle Ticket Sales		
Office Supplies	Office supplies not specific to an event (checks, return address labels)		Income	<i>Expense - Out</i>		
Postage	All postage or shipping of envelopes or packages EXCEPT anything specific to the Raffle		Awards/Prizes	If we have to purchase raffle prizes		
Printing	General items, eg. the bylaws		License	The Raffle License		
Volunteer Support	Volunteer appreciation tokens		Office Supplies	Supplies specifically associated with the Raffle, such as packaging material for mailing		
			Postage	Postage or Shipping charges specifically associated with the raffle		
			Printing	Printing specifically associated with the Raffle, such as the tickets themselves		
Administration						
Infrastructure	<i>Expense - Out</i>		Fundraising	<i>Revenue - In</i>		
Insurance	Insurance and riders LBS has to pay		Rummage	Admission to the Rummage Sale		
License	Any licenses LBS has to buy/renew (except raffle license)		Admission	Money collected from participants specifically for food		
			Food - in	Income from the Rummage Sale		
Administration			Income	Fee to rent a table at the sale		
Promotion	<i>Expense - Out</i>		Registration	<i>Expense - Out</i>		
Design/Prof Services	Design of general use items - the logo, pop-up sign, etc.		Advertising	Ad(s) in the paper or other media		
Marketing	Vinyl pictures (for B&B), Event Signs, ads, "Ask Me About LBS" flags		Food - out	Meals (including tax and tip), candy, snacks		
			Office Supplies	Supplies, price stickers, baggies, etc		
			Printing	Flyers, registration forms, etc		
			Space Rental	What LBS pays to rent a room to hold the sale		
Administration						
Space Rental	<i>Expense - Out</i>		Fundraising	<i>Both Revenue & Expense</i>		
PO Box	Rental of PO Box		Sales	Selling leftover kits (other than thru Programming or Community Service) or bead mixes or very similar items		
Safe Deposit Box	Rental of Safe Deposit Box		Bead Mixes & Kits	Tote bags, aprons, anything with LBS logo		
Storage Locker	Rental of Storage Locker		Logo Items	Laminations, replacement cards, minor donations (\$1)		
			Miscellaneous	If we do a specific fundraiser to sell something (calendars, spiral kits, etc)		
Administration			Name of Fundraiser			
Transaction Fees	<i>Expense - Out</i>					
XXX	Sub-category that the transaction fee applies to (eg "Retreat", "Membership", "Administration")					

Miscellaneous	
Library	<i>Revenue - In</i>
Sales	Sales of retired materials
	<i>Expense - Out</i>
Equipment	Bookshelves, carts, software, etc
Materials	Books, Magazines, Videos, etc (the items we eventually lend out)
Office Supplies	Supplies, folders, bookplates, etc
Printing	Flyers, forms, etc
Miscellaneous	
Membership	<i>Expense - Out</i>
Anniversary	Specifically for 20 th anniversary celebration
Office Supplies	Labels, envelopes, paper, cardstock, folders, name tags, etc
Printing	Membership brochures, bookmarks, volunteer brochures, etc.
Miscellaneous	
Presidents Trip	Refer to section on far right of page
Miscellaneous	
Website	<i>Expense - Out</i>
Fees	All fees for the website (domain, hosting, privacy, etc)
Programs	
Monthly Programs	<i>Revenue - In</i>
Kit Sales	Sales of remaining kits from a hands-on project
	<i>Expense - Out</i>
Awards/Prizes	Door prizes, giveaways, etc
Food - out	Any food supporting the Monthly Programs
Presenter/Instructor	Fee/stipend paid to any presenter
Printing	Flyers, handouts - other than hands-on instructions
Project Supplies	All supplies for hands-on projects, including the instructions
Space Rental	What LBS pays to rent space for a program
Travel	Various travel expenses that LBS pays for a presenter/instructor (hotel, mileage, per diem) - put detailed description in comments
Programs	
Visiting Artist	Refer to section on far right of page

Special Events	
Bead-In	Refer to section on far right of page
Special Events	
Challenge	<i>Expense - Out</i>
Awards/Prizes	Including free membership or free day at the retreat
Food - out	Any food supporting the Challenge
Judging Fees	If you pay a Judge for their services (even if in form of gift card)
Office Supplies	Any general office supplies
Printing	Flyers, registration forms, etc
Project Supplies	Project supplies for Challenge (eg. wallpaper samples)
Special Events	
Milwaukee Bead Show	<i>Expense - Out</i>
Food - out	Any food (or candy) supporting the Mke Bead Show
Space Rental	What LBS pays to rent a booth (table) at the show
Special Events	
Retreat	Refer to section on far right of page

The next section applies to several Category – Sub-Category combinations including:

Miscellaneous Programs	President’s Trip
Special Events	Bead-In
Special Events	Retreat
Category	
Sub-Category	
Class Fees - in	<i>Revenue - In</i> Money collected from participants specifically for class fees
Food - in	Money collected from participants specifically for food
Kit Fees - in	Money collected from participants specifically for kit fees
Registration	What members pay to participate in the event (eg. daily fees)
Admission	<i>Expense - Out</i> Admission fees to museum, show, etc. – (usually only applies to “President’s Trip”)
Awards/Prizes	Door prizes, goody bag items, giveaways, etc
Class Fees - out	Money paid to a teacher per student per class taught
Design/Prof Services	Design work for any ad or promotional material (such as the brochure)
Food - out	Meals (including tax and tip), candy, snacks
Kit Fees - out	Money paid to a teacher for all kits that students purchased
Office Supplies	Any general office supplies
Presenter/Instructor	Fees paid to any presenter or instructor that are not exactly a class fee and not part of the regular membership program
Printing	Flyers, registration forms, brochures, surveys, misc paperwork, etc.
Project Supplies	All supplies for hands-on (or daily) project (if you have one)
Space Rental	What LBS pays for the event, banquet, class, or open beading room rentals
Transportation	What LBS pays for transportation. – (usually only applies to “President’s Trip”)
Travel	Various travel expenses that LBS pays for a teacher (hotel, mileage, per diem) - put detailed description in comments