

Expense and Income Forms

The GTBay Expense and Income forms can be found on the next two pages. Each light blue section can be filled in on the computer and then the required form can be printed out. Send the form and receipts to the GTBay Treasure for processing.

Lt/C Catherine Holcombe
4081 S West Bay Shore Dr
Suttons Bay, MI 49682-9517

Grand Traverse Bay Power Squadron EXPENSE Report

Payment requested by:

Address:

Phone: E-Mail:

Amount: Date:

Account No.	Category	Sub Category	Amount
511	Education	Public Classes	
512	Education	Advanced Grades	
513	Education	Elective Classes	
514	Education	Scholarship	
515	Education	Materials Purchase	
516	Education	Seminars	
517	Education	Postage & Shipping	
521	Meetings	Dinner	
522	Meetings	50-50 Payout	
531	Activities	Shakedown Cruise	
532	Activities	July Picnic	
533	Activities	August Rendezvous	
541	45 th Parallel	Postage	
542	45 th Parallel	Printing	
543	Roster	Postage	
544	Roster	Printing	
551	Dues	National	
552	Dues	District	
553	Contributions	USPS Ed Fund	
554	Contributions	Memorials	
555	Contributions	District Officers	
556	Contributions	USPS Century Fund	
561	USPS Activities	Meetings, District, Council	
562	GtBay Activities	Change of Watch	
563	GtBay Activities	Boat Show	
564	USPS Activities	D-9 Conference	
565	GtBay Activities	Advertising	
570	Other		

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Department Officer Approval:

Treasurer _____ Check # _____ Date _____

Grand Traverse Bay Power Squadron INCOME Report

Payee Name:

Address:

Phone: E-Mail:

Amount: Date:

Account No.	Category	Sub Category	Amount
411	Education	Public Classes	
412	Education	Advanced Grades	
413	Education	Elective Classes	
414	Education	Scholarship	
415	Education	Material Sales	
416	Education	Seminars	
418	Education	USPS Refund	
421	Meetings	Dinner	
422	Meetings	50-50 Income	
431	Activities	Shakedown Cruise	
432	Activities	July Picnic	
433	Activities	August Rendezvous	
441	45 th Parallel	Advertising	
444	Roster	Advertising	
451	Dues	GTBay	
452	Dues	National	
453	Dues	District	
454	Received	USPS Ed Fund	
455	Received	Memorials	
456	Received	District Officers	
457	Received	USPS Century Fund	
458	Received	Interest Income	
461	USPS Activities	Meetings, District, Council	
462	GTBay Activities	Change of Watch	
463	GTBay Activities	Boat Show	
464	USPS Activities	D-9 Conference	
465	GTBay Activities	Advertising	
470	Other		

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Department Officer Approval:

Treasurer _____ Check # _____ Date _____