

INCOME REPORT INSTRUCTIONS

You have collected money for the GTBay Power Squadron and you need to complete an Income Report for its deposit into the appropriate fund.

- Page down to the Income Report, place your cursor in a text box and fill in the required information.
- Select the Account/Category that matches your collection and input the amount.
- If you have more than one collection you can put another item in another Account and enter the amount.
- Enter the amount of cash and checks you have received in the top section of the form.
- Check that the Amount you entered at the top of the sheet equals the total of the items you entered in the Amount/Category section.
- After you have completed the form print it and attach all funds.
- Send the form and funds to the appropriate Bridge Officer for his/her approval.
- The Bridge Officer will submit form and funds to the GTBay Treasure for processing.

The GTBay Bridge Officers for 2017 are:

Commander	Jerry Williams, AP
Executive Officer	William Smethells, P
Educational Officer	David Terrell, AP
Administrative Officer	Janet Ward, P
Secretary	Mary Gillooly, S
Treasure	Catherine P. Holcombe, P

Grand Traverse Bay Power Squadron INCOME Report

Payee Name:

Address:

Phone: E-Mail:

Amount: Date:

Account No.	Category	Amount
5010	Advertising Income	
5020	Donation Income	
5140	Education Income	
5210	Dues Income	
5310	Meeting Income	
5320	50/50 Income	
5330	Ships Store Income	

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Department Officer Approval:

Treasurer _____ Check # _____ Date _____

EXPENSE REPORT INSTRUCTIONS

You have purchased something for the GTBay Power Squadron and need to complete an Expense Report for reimbursement.

- Page down to the Expense Report, place your cursor in a text box and fill in the required information.
- Select the Account/Category that matches your purchase and input the amount.
- If you have more than one purchase you can put another item in another Account/Category and enter the amount.
- Check that the Amount you entered at the top of the sheet equals the total of the items you entered in the Amount/Category section.
- After you have completed the form print it and attach all receipts.
- Send the form and receipts to the appropriate Bridge Officer for his/her approval.
- The Bridge Officer will submit form and receipts to the GTBay Treasure for processing.

The GTBay Bridge Officers for 2016 are:

Commander	Jerry Williams, AP
Executive Officer	William Smethells, P
Educational Officer	David Terrell, AP
Administrative Officer	Janet Ward, P
Secretary	Mary Gillooly, S
Treasure	Catherine P. Holcombe, P

Grand Traverse Bay Power Squadron EXPENSE Report

Payment requested by:

Address:

Phone: E-Mail:

Amount: Date:

Account No.	Category	Amount
6110	Advertising Expense	
6210	Boat Show Expense	
6310	Computer Software Expense	
6320	Computer/Printer Expense	
6410	Meeting Expense	
6420	Education Expense	
6430	Dues Paid	
6510	Office Supplies	
6520	Postage	
6530	Printing	
6540	Contribution Expense	
6710	Memorials Expense	
6720	Ship Store Expense	
6730	MI Annual Report Expense	
7110	Other Expense	

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Department Officer Approval:

Treasurer _____ Check # _____ Date _____