



INCOME REGISTER

(FOR USE WITH CSEA SHORT FORMS)

Record all deposits made and interest earned on the lines below. Enter the amount in the AMOUNT column and also in the appropriate INCOME column.
(An amount may be split between several columns if necessary).
At the end of the month, quarter and/or fiscal year add up each column.

LOCAL / UNIT: _____

FISCAL YEAR: _____

BANK ACCOUNT: _____

Use separate registers for each bank account.

Row #	DATE	SOURCE AND PURPOSE OF INCOME: <small>(Where was income received from)</small>	AMOUNT	CLEARED	BANK INTEREST	COLLECTIONS FOR MEMBER MEETINGS	CSEA DELEGATE REIMBURSEMENTS	CSEA DUES REBATES
1								
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25								
26								
27								
28								
29								
		TOTALS:						



INCOME REGISTER

(FOR USE WITH CSEA SHORT FORMS)

FISCAL YEAR: _____

BANK ACCOUNT: _____

NONCHARGEABLE INCOME:

Row #	CSEA NEGOTIATION REIMBURSEMENTS	EXPENSE REIMBURSEMENTS	OTHER CHARGEABLE INCOME	COLLECTIONS FOR:		OTHER NON CHARGEABLE INCOME	ADDITIONAL INFORMATION (Purpose of Income)
				MEMBER BENEFITS	SOCIAL EVENTS		
1							
2							
3							
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EXPENSE REGISTER

(FOR USE WITH CSEA SHORT FORMS)

Record all checks issued and bank charges incurred on the lines below.
Enter the amount in the AMOUNT column and also in the appropriate EXPENSE column. (An amount may be split between several columns if necessary).
At the end of the month, quarter and/or fiscal year add up each column.

LOCAL / UNIT: _____

FISCAL YEAR: _____

BANK ACCOUNT: _____

Use separate registers for each bank account.

Row #	DATE	CHECK NUMBER	PAYEE	AMOUNT	CLEARED	COMMIT-TEES	CSEA DELEGATES CONVENTION	CSEA WORKSHOPS/ EDUCATION	EXECUTIVE BOARD MEETINGS	HONOR-ARIUMS	MEMBER MEETINGS	NEGOTIA-TIONS EXP
1												
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29												
			TOTALS:									



EXPENSE REGISTER

(FOR USE WITH CSEA SHORT FORMS)

FISCAL YEAR: _____

BANK ACCOUNT: _____

NONCHARGEABLE EXPENSES

Row #	OFFICERS' EXPENSE	REGION DUES	SUPPLIES	PHONE / WEBSITE	OTHER CHARGEABLE EXP	MEMBER BENEFITS	RETIREE DUES	SCHOLARSHIPS	SOCIAL EVENTS	OTHER NONCHRGABLE EXP	ADDITIONAL INFORMATION (Purpose of Expense)
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