

PARTS MEMBERSHIP REVENUE LOG

For School Year: _____ Page ____ of _____

Date	Name	Amount & MOP	
		Cash	Checks
<i>Total This Page:</i>			

PARTS MEMBERSHIP REVENUE SUMMARY

Totals for Each Page Number	Cash	Checks
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Funds Received for Membership		

Completed/counted by: _____ *Date:* _____

Funds counted/received by: _____ *Date:* _____

INSTRUCTIONS

- 1) The PARTS Recording Secretary will log each payment collected with each Membership form on the PARTS Membership Revenue Log Sheets, numbered for reference.
- 2) The totals for each Log Sheet are transferred to this Summary Page. The totals are then double counted by both the Recording Secretary and the Treasurer, who will sign for receipt of the funds.
- 3) The Recording Secretary will keep and file this Summary page. The Treasurer will keep and file the original Log Sheets.
- 4) The Recording Secretary will then update the membership directory (Word, Access database, and/or RHSAPARTS gmail address book) and file the original forms in the binder.