



# 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: **2023-24**

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								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
<b>TOTALS:</b>								



# INCOME REGISTER

(FOR USE WITH CSEA SHORT FORMS)

FISCAL YEAR:

2023-24

BANK ACCOUNT:

NONCHARGEABLE INCOME:

Row #	CSEA NEGOTIATION REIMBURSEMENTS	EXPENSE REIMBURSEMENTS	OTHER CHARGEABLE INCOME	COLLECTIONS FOR: MEMBER BENEFITS	COLLECTIONS FOR: SOCIAL EVENTS	OTHER NON CHARGEABLE INCOME	ADDITIONAL INFORMATION (Purpose of Income)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							



# 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: \_\_\_\_\_

**2023-24**

BANK ACCOUNT: \_\_\_\_\_

Use separate registers for each bank account.

Row #	DATE	CHECK NUMBER	PAYEE	AMOUNT	CLEARED	BANK FEES	COMMIT-TEES	CSEA DELEGATES CONVENTION	CSEA WORKSHOPS/ EDUC/CONF	EXECUTIVE BOARD MEETINGS	HONOR-ARIUMS	MEMBER MEETINGS
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
<b>TOTALS:</b>												



# EXPENSE REGISTER

(FOR USE WITH CSEA SHORT FORMS)

FISCAL YEAR:

2023-24

BANK ACCOUNT:

## NONCHARGEABLE EXPENSES

Row #	NEGOTIATIONS EXP	OFFICERS' EXPENSE	SUPPLIES	PHONE / WEBSITE	OTHER CHARGEABLE EXP	MEMBER BENEFITS	RETIREE DUES	SCHOLARSHIPS	SOCIAL EVENTS	OTHER NONCHARGEABLE EXP	ADDITIONAL INFORMATION (Purpose of Expense)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											