

Income Reporting Form



Chapter Name: _____

Date: ____/____/____

How to use this form:

1. Collect all checks received and convert all cash to money orders.
2. Make checks payable to SFC, **do not include your chapter name**, put it in the “memo” line instead. Do not endorse or stamp checks.
3. Complete and include this form.
4. Mail to: SFC | PO Box 2082 | Dillon, CO 80435

Note: The SFC National Office will make all chapter deposits and create donation receipts. Make no deposits into a personal account. Do not mail cash, please convert all cash to a cashiers check or money order before mailing. If you receive cash or a check donation without an address that wants a tax receipt., be sure to include an address so we know where to send the receipt.

Income Type	Check 1	Check 2	Check 3	Check 4	Sub-Total
Donations					
Merchandise					
Events					
Fundraiser					
Total Deposit					

Note: If you run out of space in a row you may cross out the header of the line below and keep going.

Explanations:

Donations - income received when no goods or services were exchanged, donors will receive a tax deductible donation receipt, this does not include raffle tickets, etc.

Merchandise - income from the sale of shirts, DVD's, patches, hats, etc.

Events - income received from a rail jam entry fees, video premier tickets, any other event you might receive money at. Name the event here: _____

Fundraiser: Income from waxing snowboards to raise money, fundraising from a local restaurant, etc. Name the fundraiser here: _____

In-Kind Donations - non-cash donations to your chapter like, clothes, snowboard equipment, food, etc.

Name: _____ Date: _____

Address: _____ City/State/Zip: _____

Description: _____ Quantity: _____

Description: _____ Quantity: _____

Description: _____ Quantity: _____