

Contra Finance Worksheet for _____ (date)

1. Before the dance, check the kitty (should be \$100, but use whatever the actual figure is in the computations below)
2. During the midpoint break, pay (and record in the table below) all the expenses
 - a. Pay the expenses
 - 1) **Pay all expenses before deciding if the dance is profitable! If we broke even, there will be at least \$210 left in the box (includes kitty).**
 - 2) Use any cash in the box (including kitty) to pay what we owe. If there's insufficient cash and no one present has the checkbook, we'll pay by check on Monday.
 - 3) Have recipients (e.g., caller, band rep) sign receipts for the cash (receipt book is in the cash box; with more in the "admin" box).
 - 4) Out of pocket expenses: Reimburse people who provide refreshments, supplies, etc. So long as the expense is not huge / unusual, we don't need store receipts, but recipients should sign the receipt book.
 - 5) Caller and band: Typically we pay \$100 for the caller and \$300 for the band – but pay what was agreed / committed by the booking committee. We may voluntarily pay a "profit share" if the dance is very profitable (over \$100 profit) or if the the band/caller traveled a long distance.
 - b. Record the results:

Record total amount of cash in cash box before payments (includes the kitty and jam / refreshment contributions)	
Subtract all payments and non-dance items	
Kitty (typically \$100)	
New HCD memberships	
Receipts unrelated to today's event (e.g., special gifts, NYE tix)	
Reimbursement to _____ for _____	
Reimbursement to _____ for _____	
Caller fee (typically \$100)	
Band fee (typically \$300)	
Subtotal of the above payments and non-dance items	
Equals total in cash box before profit share. \$210 is break even. If we have \$310+ left, we could consider doing a profit share.	
Subtract profit share, if any (we do not typically do a profit share)	
Equals total in cash box. \$210 is break even.	

3. Please put this completed form (along with the headcount sheet) in the cash box
4. Turn over the cash box to a committee member (as arranged)