



## INSTRUCTIONS

Use the Excel forms if you wish to complete your budgets, vouchers, or income reports on your computer.

If you want to complete forms by hand, please use the PDF forms.

## EXCEL FILES

- Submit budgets using the .....BUDGET FORM
- Submit income using the .....INCOME REPORT
- Request reimbursement using the .....EXPENSE VOUCHER | INSTRUCTIONS  
*Reminder: Expense vouchers must be signed by the Program Chair before being sent to the treasurer*
- Program/Event Names and Numbers List .....NUMBER LIST

## PDF FORMS

- Expense Voucher
- Budget
- Income Report
- Chart of Accounts

Contact the treasurer if you have questions about form completion and mail completed forms to:

Elizabeth Thiel  
753 Klem Road  
Webster, New York 14580  
585-671-9995

Email: [treasurer@flr-scca.com](mailto:treasurer@flr-scca.com)