



## 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)

**FINGER LAKES REGION SCCA  
Chart of Accounts**

			PROGRAMS					
BUDGET CATEGORIES			<i>Admin.</i>	<i>Rally</i>	<i>Solo</i>	<i>Race</i>	<i>Top End</i>	<i>Convention Host</i>
			ADM	RAL	SOL	RAC	TOP	CON
<b>IN</b>			<b>INCOME</b>					
05		<b>ADVERTISING INCOME</b>						
15		<b>BANQUET INCOME</b>						
25		<b>DONATION INCOME</b>						
	1	Donation: Exhibitor						
	2	Donation: General						
35		<b>ENTRY FEE INCOME</b>						
	1	1 Entry Fee: Member (rate 1)						
		2 Entry Fee: Member (rate 2)						
	2	1 Entry Fee: Guest (rate 1)						
		2 Entry Fee: Guest (rate 2)						
	3	Entry Fee: Garage						
	4	Entry Fee: Late						
	5	Entry Fee: Other						
45		<b>INVENTORY</b>						
	1	Inventory:Equipment						
	2	Inventory:Log books/novice permits						
	3	Inventory:Merchandise						
65		<b>MEMBERSHIP INCOME</b>						
	1	Membership:SCCA Rebate						
	2	Membership:Temp						
	3	Membership:Regular						
70		<b>MERCHANDISE (event)</b>						
75		<b>MISCELLANEOUS</b>						
95		<b>SPONSORSHIP INCOME</b>						
<b>EX</b>			<b>EXPENSE</b>					
10		<b>ADVERTISING EXPENSE</b>						
30		<b>AWARDS</b>						
	1	Awards: Cash prizes						
	2	Awards: trophies						
60		<b>BANQUET EXPENSE</b>						
70		<b>CONTRACT SERVICES</b>						
	1	Contract Services: Ambulance						
	2	Contract Services: Fire						
	3	Contract Services: Professional						
	4	Contract Services: Towing						
100		<b>DONATION EXPENSE</b>						
110		<b>EQUIPMENT PURCHASE</b>						
	1	Equipment: Large						
	2	Equipment: Small						
	3	Equipment: Repair						
120		<b>FACILITY FEES</b>						
	1	Facility: Use Fee						
	2	Facility: Rental Fee (facility)						

**FINGER LAKES REGION SCCA  
Chart of Accounts**

BUDGET CATEGORIES			PROGRAMS					
			<i>Admin.</i>	<i>Rally</i>	<i>Solo</i>	<i>Race</i>	<i>Top End</i>	<i>Convention Host</i>
			ADM	RAL	SOL	RAC	TOP	CON
	3	Facility: Equipment Rental Fee						
	4	Facility: Repairs						
130		<b>FAVORS</b>						
	1	Favor: Entrants						
	2	Favor: Workers						
140		<b>HOSPITALITY</b>						
	1	Hospitality: Event						
	2	Hospitality: Meeting						
150		<b>INSURANCE</b>						
	1	Insurance: Asset						
	2	Insurance: Bond						
	3	Insurance: Event						
	4	Insurance: Umbrella						
170		<b>INVENTORY</b>						
	1	Inventory:Equipment						
	2	Inventory:Log books/novice permits						
	3	Inventory:Merchandise						
180		<b>MEAL EXPENSE (non banquet)</b>						
190		<b>MEMBERSHIP EXPENSE</b>						
	1	Membership: Directory						
	2	Membership: Recognition						
	3	Membership: Temp						
	4	Membership: SCCA						
195		<b>MERCHANDISE(event)</b>						
200		<b>MISCELLANEOUS EXPENSE</b>						
210		<b>SUPPLIES</b>						
	1	Supplies: Office						
	2	Supplies: Course						
	3	Supplies: Maintenance						
220		<b>PHOTO/VIDEO</b>						
230		<b>POSTAGE/SHIPPING</b>						
	1	Postage:bulk mail						
	2	Postage:Freight / shipping						
	3	Postage:stamps						
240		<b>PRINTING/DUPLICATING</b>						
270		<b>REPAIRS (non-facility)</b>						
280		<b>SANCTION FEES</b>						
	1	Sanction Fees: Kryder						
	2	Sanction Fees: NA Rally						
	3	Sanction Fees: NEDiv						
	4	Sanction Fees: NESCCA						
	5	Sanction Fees: NYSRRC						
	6	Sanction Fees: SCCA						
	7	Sanction Fees: Griffiss Series						
290		<b>TELEPHONE</b>						

**FINGER LAKES REGION SCCA  
Chart of Accounts**

			<b>PROGRAMS</b>					
<b>BUDGET CATEGORIES</b>			<i>Admin.</i>	<i>Rally</i>	<i>Solo</i>	<i>Race</i>	<i>Top End</i>	<i>Convention Host</i>
			<b>ADM</b>	<b>RAL</b>	<b>SOL</b>	<b>RAC</b>	<b>TOP</b>	<b>CON</b>
300		<b>TRAVEL EXPENSE</b>						
	1	Travel: Accomodation						
	2	Travel: Mileage						
	3	Travel: Registration Fees						
	4	Travel: Tolls						
	5	Travel: Transportation						

## FINGER LAKES REGION, SCCA

ADM	Administration	01	Board
		02	Auto Show
		03	Membership
		04	
RAL	Rally	01	Regional Rallies
		02	National Rally
		03	1000
		04	Rallycross
		05	Holiday Party
		06	
SOL	Solo	01	Regional Solo
		02	Divisional Solo
		03	Pro Solo
		04	
RAC	Race	01	National Race
		02	Regional Race I
		03	Regional Race II
		04	Drivers School
		05	
TOP	TopEnd	01	
CON	Conventions ( FLR Host)	01	MiniCon/Roundtable

FINGER LAKES REGION, SCCA EXPENSE VOUCHER

BUDGET CATEGORIES

EX	EXPENSE	
10		<b>ADVERTISING EXPENSE</b>
30		<b>AWARDS</b>
	1	Awards: Cash prizes
	2	Awards: trophies
60		<b>BANQUET EXPENSE</b>
70		<b>CONTRACT SERVICES</b>
	1	Contract Services: Ambulance
	2	Contract Services: Fire
	3	Contract Services: Professional
	4	Contract Services: Towing
100		<b>DONATION EXPENSE</b>
110		<b>EQUIPMENT PURCHASE</b>
	1	Equipment: Large
	2	Equipment: Small
	3	Equipment: Repair
120		<b>FACILITY FEES</b>
	1	Facility: Use Fee
	2	Facility: Rental Fee (facility)
	3	Facility: Equipment Rental
	4	Facility: Repair
130		<b>FAVORS</b>
	1	Favor: Entrants
	2	Favor: Workers
140		<b>HOSPITALITY</b>
	1	Hospitality: Event
	2	Hospitality: Meeting
150		<b>INSURANCE</b>
	1	Insurance: Asset
	2	Insurance: Bond
	3	Insurance: Event
	4	Insurance: Umbrella
170		<b>INVENTORY</b>
	1	Inventory:Equipment
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180		<b>MEAL EXPENSE (non banquet)</b>
190		<b>MEMBERSHIP EXPENSE</b>
	1	Membership: Directory
	2	Membership: Recognition
	3	Membership: Temp
	4	Membership: SCCA
195		<b>MERCHANDISE (event)</b>
200		<b>MISCELLANEOUS EXPENSE</b>
210		<b>SUPPLIES</b>
	1	Supplies: Office
	2	Supplies: Course
	3	Supplies: Maintenance
220		<b>PHOTO/VIDEO</b>
230		<b>POSTAGE/SHIPPING</b>
	1	Postage:bulk mail
	2	Postage:Freight/shipping
	3	Postage:stamps
240		<b>PRINTING/DUPLICATING</b>
270		<b>REPAIRS</b>
280		<b>SANCTION FEES</b>
	1	Sanction Fees: Kryder
	2	Sanction Fees: NA Rally
	3	Sanction Fees: NEDiv
	4	Sanction Fees: NESCCA
	5	Sanction Fees: NYSRRC
	6	Sanction Fees: SCCA
	7	Sanction Fees: Griffiss Series
290		<b>TELEPHONE</b>
300		<b>TRAVEL EXPENSE</b>
	1	Travel: Accomodation
	2	Travel: mileage
	3	Travel: Registration Fees
	4	Travel: Tolls
	5	Travel: Transportation

FINGER LAKES REGION, SCCA EXPENSE VOUCHER

Date of Event

Event Name

Charge to Program ADM RAL SOL ADM/RAC RAC TOP CON

**EXPENSES**

Date	purchased from	Budget Code	Item	Budget Category	Sub-cat	Count	Cost each	total cost	Receipt Number
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
								\$	
<b>TOTAL EXPENSES</b>								\$	

**EVENT CHAIR Name (print)** \_\_\_\_\_

**PROGRAM CHAIRMAN APPROVAL** \_\_\_\_\_

Submitted by \_\_\_\_\_

Date Submitted \_\_\_\_\_

Phone No. \_\_\_\_\_

Pay to \_\_\_\_\_

address \_\_\_\_\_

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

**ATTACH ALL RECEIPTS**  
If more than one vendor, NUMBER receipts  
and list numbers on voucher  
ONE "Pay To" per voucher

Please note if there is an invoice or audit form to be returned  
Program chair is not usually the same as event chair  
Mail completed form to Treasurer after Program Chairman signs

Date of Event

Event Number

Credit to Program ADM RAL SOL RAC TOP CON 

Credit to Event Name

<b>INCOME</b>						
Budget Category/Sub category			received from	number	rate	total income
05			<b>ADVERTISING INCOME</b>			\$
15			<b>BANQUET INCOME</b>			\$
25			<b>DONATION INCOME</b>			\$
	1		Donation: Exhibitor			\$
	2		Donation: General			\$
35			<b>ENTRY FEE INCOME</b>			\$
	1	1	Entry Fee: Member (rate 1)			\$
		2	Entry Fee: Member (rate 2)			\$
	2	1	Entry Fee: Guest (rate 1)			\$
		2	Entry Fee: Guest (rate 2)			\$
	3		Entry Fee: Garage			\$
	4		Entry Fee: Late			\$
	5		Entry Fee: Other			\$
45			<b>INVENTORY</b>			\$
	1		Inventory: Equipment			\$
	2		Inventory: Log books/ Novice Permits			\$
	3		Inventory:Merchandise			\$
65			<b>MEMBERSHIP INCOME</b>			\$
	1		Membership: SCCA Rebate			\$
	2		Membership: Temp			\$
	3		Membership: Regular			\$
70			<b>MERCHANDISE (event)</b>			\$
75			<b>MISCELLANEOUS</b>			\$
95			<b>SPONSORSHIP INCOME</b>			\$
			<b>TOTAL</b>			\$

**INCOME SUBMITTED BY:** 

Cash	Mail completed form to: Eliabeth Thiel      585-671-9995 753 Klem Road Webster, NY 14580 treasurer@flr-scca.com	\$
Deposit slip		\$
Credit Card		\$
Group Check (converted from cash)		\$
Individual Checks (list names or attach copies)		\$
<b>TOTAL SUBMITTED (should match total above)</b>		<b>\$</b>