



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 theBUDGET FORM
- Submit income using theINCOME REPORT
- Request reimbursement using theEXPENSE VOUCHER | INSTRUCTIONS
Reminder: Expense vouchers must be signed by the Program Chair before being sent to the treasurer
- Program/Event Names and Numbers ListNUMBER 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