

Monthly President Verification Worksheet

This form will assist you in determining overages or shortages in the league.
We suggest you make copies and use this form to complete the required monthly verifications.

Memberships

- Dues collected **MUST** be DEPOSITED in the league account or a money order purchased **WITHIN 7 DAYS** of RECEIPT.
- League application and dues **MUST** be sent to the local association no more that 30 DAYS after the LEAGUE STARTS.
Enter membership fees collected \$ _____ Amount due to local association.
- Additional memberships collected must be submitted to the association **WITHIN 30 DAYS OF RECEIPT**.
Enter additional membership fees collected \$ _____ Amount due to local association.

League funds are usually over or short due to absences, arrearages and prepayments.

Calculate REGULAR LEAGUE FEES

1. _____	X	_____	=	
Prize Fund + Other Fees*		# of Bowlers		1 WEEK DEPOSIT
Paid Weekly by Bowler				Unless the number of bowlers changes this figure will not change.
2. _____	X	_____	=	
1 Week Deposit		# Weeks Bowled		TOTAL REGULAR LEAGUE FEES TO DATE
From item 1		to Date		

*Other fees can be officer salaries, banquet fees, charity designation, sunshine funds, etc.

The following are optional additional income sources that must be added to the regular income.

ADD ADDITIONAL INCOME

Description

Team Sponsor Money required per league rules	+	_____	_____
League Sponsor Money	+	_____	_____
Prepayment required per league rules	+	_____	_____
50/50 or other fundraisers	+	_____	_____
*Misc. fees (ex. fines, salaries, etc)	+	_____	_____
3. Total ADDITIONAL INCOME	=	_____	

Calculate TOTAL INCOME TO DATE

_____	+	_____	=	
Total Regular League Fees To Date		Total Additional Income		THIS AMOUNT SHOULD EQUAL THE BANK BALANCE
From item 2		From item 3		If this amount is not equal to the bank balance and you cannot determine the reason, have the audit committee perform an audit.

If a loss is discovered, contact USBC Headquarters
1-800-514-BOWL, ext. 3156 or e-mail to bonding@bowl.com.
See the *Bonding Chapter* of the *USBC Playing Rules and Commonly Asked Questions*.