

**SANTA CLARA VALLEY SQUARE DANCERS ASSOCIATION**

**Minutes of Delegates Meeting**

**Sunday, January 20, 2002**

Mary Knoppe, President called the meeting to order at 2:50PM. There was a quorum present. Jim Davis was appointed Acting Parliamentarian. There were no new delegates.

**Delegate Attendees**

**Bachelor'n Bachelorettes** – Audrey Erickson  
**Belle Swingers** – Ernest & Lucille Van Den Broeke  
**Blossom Hill Cloggers** – **First Absence**  
**Bows & Beaus** – Lorraine Hlavka, and Rosalie Burkhead  
**Carnival Twirlers** – Jim Davis  
**Charlie's Angels** – Trina Gentry  
**Curli Q's** – **Second Absence**  
**El Camino Reelers** – **Second Absence**  
**Gadabouts** – Don & Joan Village

**Krazy Dazys** – Paul Finnegan  
**Lucky Steppers** – George Holser, and Jean Wahlers  
**Silver Buckles** – Jerry and Beverly Marci  
**Spinning Wheels** – Margaret & Les Fisher  
**Square Hoppers** – Gaylord & Ruth Bradley, and  
Andy & Velma Van Derostyne  
**Squares and Flares** – **Tenth Absence**  
**Top Cats** – Sue Lietz-Davis

**MINUTES:**

The minutes from the November Delegates meeting were combined in the Board meeting and were approved at the January meeting held just previous.

**TREASURER'S REPORT:**

Treasurer Ryner Ternick's report was presented by Barry Binge. Attached is a copy of the December, 2001 report. Jim Davis made motion to submit Treasurer's report for audit. Lloyd Hlavka seconded and carried.

**REPORTS OF OFFICERS & DIRECTORS:**

**PRESIDENT:** Presented the Board recommendation and requested Delegates approval to purchase 4 drip trays for \$60.00. George Holzer of Luck Steppers recommended approval. Andy Van Derostyne of Square Hoppers seconded and carried.

The proposal for dancing on the USS Hornet had been withdrawn because the sponsoring radio station is no longer available. Proposal from California Square Dance Council regarding state outfit: A motion was made by Jim Davis that the SCVSDA take to Council the recommendation that the National Outfit for the 2009 convention be the State outfit until that time. Seconded by Lorraine Hlavka. Carried.

Invitations to 3 weekends were offered to any delegate that would like to attend.

Please review additional item in club packets.

**FIRST VICE-PRESIDENT:** It was moved by Jim Davis that Barry and Sandy Binge be appointed 1st Vice President. Seconded by Lloyd Hlavka. Carried unanimously.

**SECOND VICE-PRESIDENT:** Vacant

**RECORDING SECRETARY:** None

**CORRESPONDING SECRETARY:** There has been no response from Rafter Rockers regarding invitation to rejoin the Association.

**CORRESPONDENCE:** Mary Knoppe reported she had received the following:

Dec & Jan Prompter  
Insurance Certificates  
1099 IRS material- to auditor  
PO Box invoice  
State Franchise Tax Board mailing-to auditor  
State of CA tax mailing-to auditor

**DIRECTORS REPORTS:**

Rosalie Burkhead: Was invited to B's and B's Christmas party. Also invited to Belle Swingers Christmas party. Danced in Des Moines, Iowa on New Year's Eve, with the Plaids & Dad and Merry Mixers. Nice dance. Attended Rafter Rockers newer dancer hoedown. Danced with my club- Bows & Beaus

**STANDING COMMITTEE:**

**45<sup>th</sup> Jubilee** Final report: Jim Davis reported that the attendance was down about 15% - 319 paid registrations and 69 RV nights. There was a surplus of \$45.15 that was presented to the SCVSDA. The Jubilee treasurer's report was presented for audit and Andy Van Derostyne agreed to conduct the audit.

**46<sup>th</sup> Jubilee:** Jim Davis requested approval of persons volunteering for Jubilee Committee positions. Motion: Jim Davis. Second: George Holzer. Carried.

Early Bird registration will be accepted until March 1, 2002 when new flyers are presented. Early bird registration is \$20/person. Jubilee Guideline deviations were presented and approved by the delegates. Al Knoppe will check that the SCVCA has no concerns about the Top Ten balloting deviations requested. Top Ten ballots will be distributed to the Jubilee Committee at their next meeting March 9. Announcement of the Top Ten is to be made at the June 29 Whing Ding.

**Insurance Chairman:** Summary report on our policy and coverage. Copy is attached.

It was requested by several persons that the wording "mobile home" be changed to "RV" since a mobile home is in a park and not movable.

**Bylaw:** Jim Davis presented the By-law and Standing Rule proposals as presented to the Board. This was the 1st reading of the changes. Proposal for reimbursement of President for attendance at Council meeting. Motion was changed from original to "Attendance at Council meeting for President and representative for up to \$200.00 each. Motion: Jim Davis. Second: Rosalie Burkhead. Motion was then made to Postpone the issue to the March meeting. Motion: Lloyd Hlavka. Second: Roaslie Burkhead. Carried.

**Calendar:** Lorraine Hlavka reported that there are extra available.

**Dancing at the Fair:** Mary reported that she attended a fair meeting and found out it will only be 3 days, Aug 2-4.

**Public Relations:** Vacant

**Fiesta Dances:** Motion to Discontinue - Andy Van Derostyne: Second Lloyd Hlavka. Carried

**Webmaster:** None

Budget: Present in March.

**New Business:** None

**Old Business:**

Audit report by Lorraine Hlavka was presented with the following comments;

1. Check #291 to John Flora dated 11/11/2000 for \$80.00 is stale dated and John has stated he does not want a new one. Therefore it should be Void in the check book and added back to the balance.
2. The balance at 11/1/01 is \$3,541.57 and beginning balance on Treasurer's reports need to reflect this.
3. Auditor felt that the Association has sufficient funds to reimburse the President and representative for Council meetings.

With thanks to the auditor Jim Davis moved to accept the report. Second by George Holzer. Carried

Vicky Campagna reported that she is still willing to do a survey as to why people have quite dancing but she needs help and will not do it herself.

**Good of the Order:**

1. Mike Luna stated that he is coordinating a TV program on Channel 15A and if any one wants to participate call him, 408-275-8637. Also he is looking into getting into some of the local Arts & Craft show with square dancing as entertainment.
2. George Holzer reminded people about the American Square Dance magazine. There is a special 6-month subscription price to newer dancers.

Meeting adjourned at 4:23 PM

Respectfully submitted,

Dorothy K. Warwick  
Recording Secretary

Attachments

Attachment 1: Treasurer's report 11/1/2001 – 11/30/2001 Performance vs Budget

Attachment 2: Treasurer's report 11/30/2001 – 12/31/2001 Performance vs Budget

SANTA CLARA VALLEY SQUARE DANCE ASSOCIATION  
Revenue and Expense- Year to Date Nov. 30 2001

	Balance Forward 10.31.01	Transactions Nov.	Year to Date 11.30.01	Budget 2000-2001	Year to Date vs. Budget
<b>RECEIPTS</b>					
Convention Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Dancing at the Fair	\$ -	\$ -	\$ -	\$ 100.00	\$ (100.00)
Insurance Fees	\$ -	\$ 52.25	\$ 52.25	\$ 1,650.00	\$ (1,597.75)
Interest- CD	\$ -	\$ 13.74	\$ 13.74	\$ 400.00	\$ (386.26)
Interest-Insurance Acct	\$ -	\$ 1.27	\$ 1.27	\$ 10.00	\$ (8.73)
Interest- Savings Acct	\$ -	\$ 1.43	\$ 1.43	\$ 100.00	\$ (98.57)
Interest- Jubilee Acct.	\$ -	\$ -	\$ -	\$ 10.00	\$ (10.00)
Jubilee Surplus	\$ -	\$ -	\$ -	\$ 600.00	\$ (600.00)
Membership Fees	\$ -	\$ 112.50	\$ 112.50	\$ 3,750.00	\$ (3,637.50)
Other	\$ -	\$ -	\$ -	\$ 9.00	\$ (9.00)
transfer from insurance Acct.		\$ 50.40	\$ 50.40		
Whing Dings	\$ -	\$ 2.50	\$ 2.50	\$ 2,800.00	\$ (2,797.50)
Fiesta May/Sept	\$ -	\$ -	\$ -	\$ 800.00	\$ (800.00)
<b>TOTAL RECEIPTS</b>	\$ -	\$ 234.09	\$ 234.09	\$ 10,229.00	\$ (10,045.31)
<b>EXPENSES</b>					
Calendars and Handouts	\$ -	\$ 59.40	\$ 59.40	\$ 300.00	\$ 240.60
Dancing at the Fair	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
Historian	\$ -	\$ -	\$ -	\$ -	\$ -
Inaugural Festivities	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Insurance	\$ -	\$ -	\$ -	\$ 1,650.00	\$ 1,650.00
Operating	\$ -	\$ 131.99	\$ 131.99	\$ 800.00	\$ 668.01
Other	\$ -	\$ 25.65	\$ 25.65	\$ 149.00	\$ 123.35
PO Box & Safety Deposit Box	\$ -	\$ -	\$ -	\$ 85.00	\$ 85.00
Professional & Auditor	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
Public Relations	\$ -	\$ 25.00	\$ 25.00	\$ 200.00	\$ 175.00
Rent-Meeting Hall	\$ -	\$ 60.00	\$ 60.00	\$ 400.00	\$ 340.00
State Council-Travel & Lodging	\$ -	\$ -	\$ -	\$ 800.00	\$ 800.00
State Council-Hospitality	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ (200.00)
State Council- Dues	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Storage	\$ -	\$ 288.00	\$ 288.00	\$ 1,700.00	\$ 1,412.00
Taxes and Filing Fees	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
Whing Dings	\$ -	\$ 60.50	\$ 60.50	\$ 2,000.00	\$ 1,939.50
Youth Fund	\$ -	\$ -	\$ -	\$ 75.00	\$ 75.00
Fiesta May/Sept	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
IN/OUT	\$ -	\$ -	\$ -	---	---
<b>TOTAL EXPENSES</b>	\$ -	\$ 850.54	\$ 850.54	\$ 10,229.00	\$ 9,378.46
<b>BALANCE</b>	\$ -	\$ (616.45)	\$ (616.45)		\$ (666.85)

Checking Account:  
starting balance 11/01/01 3541.57  
current checking acct. balance \$2,908.68

SANTA CLARA VALLEY SQUARE DANCE ASSOCIATION  
Revenue and Expense- Year to Date Dec.31,2001

	Balance Forward 11.30.01	Transactions Dec.	Year to Date 12/31/2001	Budget 2001-2002	Year to Date vs. Budget
<b>RECEIPTS</b>					
Convention Surplus	\$ -	\$ -	\$ -	\$ -	\$ -
Dancing at the Fair	\$ -	\$ -	\$ -	\$ 100.00	\$ (100.00)
Insurance Fees	\$ 52.25	\$ -	\$ 52.25	\$ 1,650.00	\$ (1,597.75)
Interest- CD	\$ 13.74	\$ 14.23	\$ 27.97	\$ 400.00	\$ (372.03)
Interest-Insurance Acct	\$ 1.27	\$ 0.65	\$ 1.92	\$ 10.00	\$ (8.08)
Interest- Savings Acct	\$ 1.43	\$ 1.01	\$ 2.44	\$ 100.00	\$ (97.56)
Interest- Jubilee Acct.	\$ -	\$ -	\$ -	\$ 10.00	\$ (10.00)
Jubilee Surplus	\$ -	\$ -	\$ -	\$ 600.00	\$ (600.00)
Membership Fees	\$ 112.50	\$ -	\$ 112.50	\$ 3,750.00	\$ (3,637.50)
Other	\$ -	\$ 65.15	\$ 65.15	\$ 9.00	\$ 56.15
transfer from insurance Acct.	\$ 50.40	\$ 1,660.90	\$ 1,711.30		
Whing Dings	\$ 2.50	\$ 648.50	\$ 651.00	\$ 2,800.00	\$ (2,149.00)
Fiesta May/Sept	\$ -	\$ -	\$ -	\$ 800.00	\$ (800.00)
<b>TOTAL RECEIPTS</b>	\$ 234.09	\$ 2,390.44	\$ 2,624.53	\$ 10,229.00	\$ (9,315.77)
<b>EXPENSES</b>					
Calendars and Handouts	\$ 59.40	\$ -	\$ 59.40	\$ 300.00	\$ 240.60
Dancing at the Fair	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
Historian	\$ -	\$ -	\$ -	\$ -	\$ -
Inaugural Festivities	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Insurance	\$ -	\$ -	\$ -	\$ 1,650.00	\$ 1,650.00
Operating	\$ 131.99	\$ 16.50	\$ 148.49	\$ 800.00	\$ 651.51
Other	\$ 25.65	\$ -	\$ 25.65	\$ 149.00	\$ 123.35
PO Box & Safety Deposit Box	\$ -	\$ -	\$ -	\$ 85.00	\$ 85.00
Professional & Auditor	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
Public Relations	\$ 25.00	\$ -	\$ 25.00	\$ 200.00	\$ 175.00
Rent-Meeting Hall	\$ 60.00	\$ 60.00	\$ 120.00	\$ 400.00	\$ 280.00
State Council-Travel & Lodging	\$ -	\$ -	\$ -	\$ 800.00	\$ 800.00
State Council-Hospitality	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ (200.00)
State Council- Dues	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Storage	\$ 288.00	\$ -	\$ 288.00	\$ 1,700.00	\$ 1,412.00
Taxes and Filing Fees	\$ -	\$ -	\$ -	\$ 20.00	\$ 20.00
Whing Dings	\$ 60.50	\$ 318.50	\$ 379.00	\$ 2,000.00	\$ 1,621.00
Youth Fund	\$ -	\$ -	\$ -	\$ 75.00	\$ 75.00
Fiesta May/Sept	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
IN/OUT	\$ -	\$ -	\$ -	---	---
<b>TOTAL EXPENSES</b>	\$ 850.54	\$ 395.00	\$ 1,245.54	\$ 10,229.00	\$ 8,983.46
<b>BALANCE</b>	\$ (616.45)	\$ 1,995.44	\$ 1,378.99		\$ (332.31)

Checking Account:  
starting balance 11/01/01 3541.57  
current checking acct. balance \$4,888.23

Attachments

Attachment 3: Treasurer's report 11/1/2001 – 11/30/2001 Revenue & Expenses

Attachment 4: Treasurer's report 11/30/2001 – 12/31/2001 Revenue & Expenses

SANTA CLARA VALLEY SQUARE DANCERS ASSOCIATION  
Financial Bank Activity report from Nov.1 2001 through Nov. 30 2001

BANK OF AMERICA: GENERAL CHECKING ACCOUNT  
General Checking Beginning Balance Nov. 1 2001

auditor's adjusted balance **\$3,541.57**

<b>RECEIPTS</b>			
11/24/2001	Whing Ding dangels	\$2.50	
11/24/2001	Dennis Fones	\$6.25	
11/24/2001	Dues Bows and beaus	\$37.50	
11/24/2001	Dues Bows and beaus	\$43.75	
11/24/2001	<u>txfr</u> transfer from Ins savings ch# 353	\$50.40	
11/27/2001	Dues Bows and beaus	\$25.00	
	<b>Total Receipts</b>		<b>\$165.40</b>

<b>EXPENSES</b>			
11/18/2001	361 Public Storage Dec.	(\$144.00)	
11/18/2001	362 Rosalie Burkhead (cake and table covers)	(\$39.02)	
11/18/2001	363 Loraine Hlavka (calendars)	(\$59.40)	
11/18/2001	364 Mary Knoppy expences, travel	(\$127.82)	
11/18/2001	365 Mary Knoppy expences, postage,copies	(\$20.11)	
11/18/2001	366 Mary Knoppy expences, postage,copies	(\$45.04)	
11/18/2001	367 Kindra Van Spyk domain reg. For 3yrs	(\$25.65)	
11/18/2001	368 Barry Binge half travel expense	(\$100.00)	
11/18/2001	369 Mountain View Whisman hall rental	(\$60.00)	
11/18/2001	370 Jiffi Badges invoice 90157	(\$60.50)	
11/18/2001	371 Public Storage Jan.	(\$144.00)	
11/18/2001	372 Red Cross Donation	(\$25.00)	
	<b>Total Expenses</b>		<b>(\$850.54)</b>

Checking Balance 30 Nov. 2001

**\$2,856.43**

BANK OF AMERICA:  
GENERAL SAVINGS ACCOUNT -11

Beginning Balance: Nov.1 2001 \$2,369.35  
Interest: Nov. \$1.43  
Ending Balance 30 Nov. 2001 **\$2,370.78**

BANK OF AMERICA:  
INSURANCE SVGS ACCT. -17

Beginning Balance: Nov.1 2001 \$2,115.75  
Interest: Nov. \$1.27  
Insurance Bows and beaus \$19.25  
Insurance Bows and beaus \$11.00  
Insurance Bows and beaus \$22.00  
insurance fees chk # 353 (\$50.40)  
Ending Balance 30 Nov. 2001 **\$2,118.87**

BANK OF AMERICA: CD #1 Jubilee  
Interest Rate 4.50%  
maturity 8/09/2002

Beginning Balance: Nov.1 2001 \$6,192.63  
Interest: Nov. \$16.01  
Ending Balance 30 Nov. 2001 **\$ 6,208.64**

BANK OF AMERICA CD #2 -19  
Interest Rate 2.23%  
maturity 10/15/2001

Beginning Balance: Nov.1 2001 \$7,489.76  
Interest: Nov. \$13.74  
Ending Balance 30 Nov. 2001 **\$7,503.50**

45TH JUBILEE ACCOUNT

Carried on the books as: \$3,000.00

**TOTAL ASSETS** (Excluding Jubilee account) **\$21,058.22**

SANTA CLARA VALLEY SQUARE DANCERS ASSOCIATION  
Financial Bank Activity report from Dec.1 2001 through Dec. 31, 2001

BANK OF AMERICA: GENERAL CHECKING ACCOUNT  
General Checking Beginning Balance Dec. 1, 2001

**\$2,856.43**

<b>RECEIPTS</b>			
12/19/2001	return over payment	\$65.15	
12/21/2001	<u>txfr</u> from ins. savings for check#151	\$1,660.90	
12/31/2001	Dec 29 Whing Ding	\$648.50	
	<b>Total Receipts</b>		<b>\$2,374.55</b>

<b>EXPENSES</b>			
12/16/2001	373 Whing ding start-up cash	(\$200.00)	
12/18/2001	374 Jiffi Badges invoice 110128	(\$16.50)	
12/18/2001	375 The Prompter 12/29/01 whing ding ad	(\$60.00)	
12/29/2001	376 Mountain View Whisman hall rental	(\$60.00)	
12/29/2001	377 SCVCA whing ding split	(\$58.50)	
	<b>Total Expenses</b>		<b>(\$395.00)</b>

Checking Balance 31 Dec. 2001

**\$4,835.98**

BANK OF AMERICA:  
GENERAL SAVINGS ACCOUNT -011

Beginning Balance: Dec.1 2001 \$2,370.78  
Interest: Dec. \$1.01  
Ending Balance 31Dec. 2001 **\$2,371.79**

BANK OF AMERICA:  
INSURANCE SVGS ACCT. -117

Beginning Balance: Dec.1 2001 \$2,118.87  
Interest: Dec. \$0.65  
12/21/2001 txfr transfer to checking check 151 (\$1,660.90)  
Ending Balance 31Dec. 2001 **\$458.62**

BANK OF AMERICA: CD #1 Jubilee  
Interest Rate 4.5%  
maturity 8/09/2002

Beginning Balance: Nov.1 2001 \$6,208.64  
Interest: Nov. \$16.05  
Ending Balance 30 Nov. 2001 **\$ 6,224.69**

BANK OF AMERICA CD #2 -019  
Interest Rate 2.23%  
maturity 7/01/02

Beginning Balance: Dec.1 2001 \$7,503.50  
Interest: Dec. \$14.23  
Ending Balance 31 Dec. 2001 **\$7,517.73**

46TH JUBILEE ACCOUNT

Carried on the books as: \$3,000.00

**TOTAL ASSETS** (Excluding Jubilee account) **\$21,408.81**

Attachment 5: Insurance Report

Attachment 6: Audit Committee report

Insurance information with respect to our insurance coverage

JUBILEE

We are covered for the dates and the halls listed on the insurance certificate. The insurance company will go along for days in advance of the Jubilee for the set up etc., as long as they are on the certificate.

Dancers from RV's on the grounds are covered the moment they step out of their RV; inside the RV, they are not covered. Dancers are covered while in one of the halls, traveling from hall to hall, going to and from their RV but now while wandering around the grounds. RVs damaging fair ground property are not covered such as damaging a pole or fence. Their own insurance must cover that.

Dancers in the space rented by vendors; i.e. the 10 by 10 or larger booths, are not covered by our insurance, the vendor has his own insurance. If we donate space and allow an outside organization such as Girl scouts, to sell food products within the hall, that organization would not be covered by our insurance.

With respect to food, dancers are covered if the jubilee committee buys, prepares, serves, and has complete responsibility for the food without help from outside food preparers, such as Kentucky Fried Chicken. All tickets and money must stay within the jurisdiction of the Jubilee committee.

The Barbeque Connection who prepares our dinner is responsible for any problem occurring with respect to the dinner. However, since we help with the dinner, there might be a discussion as to who is the responsible party. We would file a claim and let the insurance companies make their decision.

CLUB ROSTER

A dancer must be on the club roster to be covered. It is up to the club to be certain that the insurance chair has the correct listing on the roster. A dancer leaving a club has 30 days to join another club to retain the insurance for which they have paid. They will not be covered after that. A new member coming into a club cannot take over the insurance of a member who has left the club. Dancers joining a club before July 1 pay a fee for the year of joining; after July 1, there is no fee for the year of joining. Fees paid after July 1 are for the following year.

CLASS DANCERS

Dancers who are members of a class sponsored by a club are automatically covered as long as they remain on the class roster. They have 30 days after graduation to join a club to retain this coverage. Visitors to a club are not covered. There is no fee for this coverage.

AUDIT REPORT

Financial records can be audited by any Association member or anyone on the Board. You need not pay a CPA to do the auditing. The Treasurer cannot be one of the auditors, but may assist the auditors in finding the receipts, checks, etc. (THIS FORM COULD ALSO BE USED FOR THE JUBILEE AUDIT)

SANTA CLARA VALLEY SQUARE DANCE ASS'N NOVEMBER 1, 2000 - OCTOBER 31, 2001  
(name of organization) (fiscal year from - to)

WE FIND THE FINANCIAL RECORDS TO BE IN GOOD FINANCIAL ORDER.

<i>Theraine Bland</i>	TITLE <i>Auditor</i>	DATE <i>12-19-01</i>
<i>Lois P. Blount</i>	TITLE <i>Auditor</i>	DATE <i>12-19-01</i>
	TITLE	DATE

BANK RECONCILIATION: Balance shown on bank statement \$3,996.57  
 Checkbook balance \$3,541.57  
 outstanding checks 455.00  
 deposits not shown on bank statement 00.00  
 \$3,996.57

LIST OUTSTANDING CHECK NUMBERS AND AMOUNT OF CHECK:

(1) #352 \$48.00 (2) #354 \$60.00 (3) #359 267.00  
 (4) #291 \$80.00 dated 11/11/2000 to John Flora, Cuer for Fiesta Dance

Receipt totals balance with bank deposits Yes  No   
 Expense totals balance with checks and bank charges Yes  No   
 Random check of Expense Receipts Yes  No

CHECK BOOK BALANCE FROM LAST YEAR \$2,674.91  
 TOTAL RECEIPTS (add) 7,587.03  
 TOTAL EXPENSES (subtract) (6,720.37)  
 CHECK BOOK ENDING BALANCE \$3,541.57

COMMENTS:

- (1) Someone should contact John Flora about check #291 that hasn't been cashed.
- (2) Reconciliations should be made with the bank statements each month. Notations should be made on the statement sheet to track outstanding checks and catch any oversights.
- (3) Dancing at the Fair check #339 for \$20.00 was voided but not voided on the monthly reports or on the check stub.

BALANCE OF ACCOUNTS REPORT:

BANK BALANCES  
 Checking account \$ 3,541.57  
 Insurance Savings Acct. 2,115.75  
 ASS'N Savings Account 2,369.35  
 Certificate of Deposit 6,192.63  
 Certificate of Deposit 7,489.76  
 JUBILEE Checking 3,075.46  
 Total Assets \$24,784.52  
 Last Year's Assets 23,442.12  
 GAIN \$ 1,342.40

RECEIPT & EXPENSE TOTALS

(includes 44th and 45th JUBILEE)  
 Receipts \$14,546.54  
 Membership dues 3,708.00  
 Savings/CD/Ins interest 676.81  
 Total Receipts 18,931.35  
 Minus total expenses 17,545.65  
 GAIN 1,385.70  
 INSURANCE ACCOUNT:  
 Deposits 1,649.90  
 Withdrawals 1,693.20 (43.30)  
 GAIN \$ 1,342.40

(Form adapted from California Square Dance Council HOW TO for Dancers, revised July 1, 1992)