



CDSNA ONE STOP FORM- ez -20220922 PAGE 1 – CDSNA STORE GOODS SALES REPORT & RECONCILIATION FORM

ATTN REGENTS: Regents are required to report any/all Store Goods sales. Maintaining accurate Store Goods records is a requirement of our CDSNA 501c3 status.

REGENT NAME:	REGENT PHONE:
REGENT EMAIL:	TODAY'S DATE:
FESTIVAL NAME:	DATE of FESTIVAL:

Regents will receive a 10% Commission on any Store Goods sold. Commissions can be reported on page 3 of the ONE STOP form.

DESCRIPTION OF ITEM	QUANTITY	TOTAL SALE
\$7 - Lapel Pin - Belted Heart of Bruce	<input type="text"/>	\$ <input type="text"/>
\$10 - Cookbook - The Douglas Larder	<input type="text"/>	\$ <input type="text"/>
\$20 - A Guide to Douglas Landmarks	<input type="text"/>	\$ <input type="text"/>
\$22 - Cap Badge - Heart of Bruce Pewter (CDSNA Exclusive design)	<input type="text"/>	\$ <input type="text"/>
\$22 - Kilt Pin - Sword-Heart of Bruce Pewter (CDSNA Exclusive design)	<input type="text"/>	\$ <input type="text"/>
\$20 – Women’s Winged Heart T-Shirts - Adult S-2X - BLACK Only # sold of Size: M <input type="text"/> L <input type="text"/> XL <input type="text"/> 2X <input type="text"/>	Total # of WH T-shirts <input type="text"/>	\$ <input type="text"/>
\$25 –Castle Dangerous T-Shirts - Adult S-3X (Men’s Sizes) - NAVY Only # sold of Size: S <input type="text"/> M <input type="text"/> L <input type="text"/> XL <input type="text"/> 2X <input type="text"/> 3X <input type="text"/>	Total # of T-shirts <input type="text"/>	\$ <input type="text"/>
\$26 - Men's Golf Shirts - Adult - S-3X Embroidered Shield - in Blue (BL) or Green (GR) COLOR: BL GR BL GR BL GR # sold of Size S <input type="text"/> <input type="text"/> M <input type="text"/> <input type="text"/> L <input type="text"/> <input type="text"/> # sold of Size XL <input type="text"/> <input type="text"/> 2X <input type="text"/> <input type="text"/> 3X <input type="text"/> <input type="text"/>	Total # of Golf Shirts <input type="text"/>	\$ <input type="text"/>
OTHER – Please List \$ Description: <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
OTHER – Please List \$ Description: # sold of Size: S <input type="text"/> M <input type="text"/> L <input type="text"/> XL <input type="text"/> 2X <input type="text"/> 3X <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
OTHER – Please List \$ Description: # sold of Size: S <input type="text"/> M <input type="text"/> L <input type="text"/> XL <input type="text"/> 2X <input type="text"/> 3X <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
TOTAL COLLECTED		\$ <input type="text"/>

REGENT ADDRESS: _____ CITY: _____ ST/PR: _____ ZIP: _____



CDSNA ONE STOP FORM- ez -20220922
PAGE 2A – REPORT for SECRETARY

REGENT NAME:	REGENT PHONE:
REGENT EMAIL:	TODAY'S DATE:
FESTIVAL NAME:	DATE of FESTIVAL:

REGENT ADDRESS:
CITY:

ST/PR:

ZIP:

Please record any membership sales in the appropriate boxes below.
 There are separate reporting boxes for

NEW MEMBERS

and

MEMBERS RENEWING.

**NEW MEMBERS JOINING
 @ EVENT**

MEMBERSHIP TYPE & AMOUNT	# of Type	DUES COLLECTED
1-year	\$20	\$
3-year	\$55	\$
LIFE 59	\$300	\$
LIFE 59/I	\$75	\$
LIFE 60	\$200	\$
LIFE 60/I	\$50	\$
TOTALS		\$

**MEMBERS RENEWING
 @ EVENT**

MEMBERSHIP TYPE & AMOUNT	# of Type	DUES COLLECTED
1-year	\$20	\$
3-year	\$55	\$
LIFE 59	\$300	\$
LIFE 59/I	\$75	\$
LIFE 60	\$200	\$
LIFE 60/I	\$50	\$
TOTALS		\$

TOTAL NEW MEMBER DUES COLLECTED and TOTAL RENEWING MEMBERS DUES COLLECTED sales totals are used as a check & balance against the **MEMBERSHIP INFO VERIFICATION FORM** on the next page. These two amounts are also reported on the ONE STOP FINANCIAL REPORT for TREASURER.

The "LINE OPTIONS for the VERIFICATION FORM" box below and the "MEMBERSHIP INFO VERIFICATION FORM EXAMPLE" at the top of the next page are for use in completing the **MEMBERSHIP INFO VERIFICATION FORM** found on the following page. If you have any questions about how to complete the **MEMBERSHIP INFO VERIFICATION FORM**, please contact your Assistant VP (East or West) or the CDSNA Secretary. As with any form, PLEASE PRINT or word process.

LINE OPTIONS for the VERIFICATION Form

MEM TYPE		PAYMENT	
N = New or R = Renew	MEM OPTION	\$ AMT	PAY OPTION
N = NEW	1YR	\$20	CA = CASH
R = RENEW	3YR	\$55	CH = CHECK
	LF59 (Life mem UNDER 60 yr old)	\$300	PP = PAYPAL (directly to CDSNA acct)
	LF59/I (Life Installments under 60)	\$75	SQ = SQUARE (directly to CDSNA acct)
	LF60 (Life mem 60 yr old +)	\$200	
	LF60/I (Life Installments 60 yr old +)	\$50	

COSTS/EXPENSES	
Game/Tent Fees:	\$
Lodgings:	\$
Meals:	\$
Travel: Total # of Miles [] x \$0.14	\$
Other (describe):	\$
Other (describe):	\$
Other (describe):	\$
Other (describe):	\$
Other (describe):	\$
Other (describe):	\$
Other (describe):	\$
Other (describe):	\$
TOTAL COSTS/EXPENSES for this Event	\$

REGENT NAME:		REGENT PHONE:	
REGENT ADDRESS:			
CITY:	ST/PR:	ZIP:	
REGENT EMAIL:			

TOTAL MONIES COLLECTED @ EVENT			
NEW MEMBER DUES	RENEWING MEMBERS DUES	STORE GOODS SALES	TOTAL MONIES COLLECTED
\$	\$	\$	\$



CONTRIBUTION TO CDSNA		
TOTAL COST/EXPENSES for this EVENT less REIMBURSEMENT REQUESTED = CONTRIBUTION to CDSNA		
COSTS	less REIMB	CONTRIB
\$	- \$	= \$
A REIMBURSEMENT CANNOT EXCEED the COSTS. If the CONTRIBUTION AMOUNT is NEGATIVE, the CONTRIBUTION = 0.		

REIMBURSEMENT & COMMISSION	
CDSNA allows a per event reimbursement of \$125. An additional \$100 may be claimed for a multi-day (2-4 full days) event, with CDSNA approval & at CDSNA discretion. <i>(This amount is optional & related to your costs & expenses.)</i>	
REIMBURSEMENT REQUESTED	\$
STORE GOODS SALES COMMISSION (Commission = Total Sales x 10%)	
TOTAL STORE GOODS SALES =	\$
COMMISSION	\$
Amount to Regent (Reimbursement + Commission)	\$

CDSNA Regent Affirmation & Signature

Date: _____

I affirm that the information entered in these pages is true and correct, to the best of my abilities.
I have read and accept the Payment Reconciliation Instructions.
(Your typed signature, if sending digital copy)

(Signature of CDSNA Regent)

CDSNA Acknowledgement & Approval

Date: _____

Reimbursement Amount

\$ _____

Approved by:

(Signature of CDSNA Secretary)