

Basic format for 3 Ring Binder for LSR Yearly Conventions

Use monthly tabs

In each tab:

Copy of the monthly bank statements

Deposit slips

Copy of checks from attendees

Copy of checks written to pay vendors and other bills

Copy of any receipts for misc items

Any pertinent email or other documentation

Copy of bills from vendors

Final tab:

Copy of the final convention spreadsheet filled out, and signed off by convention chairs.

Copy of the insurance