





The “Activity Sheet” is a chronological journal of the Service Center Council’s activity for the previous year. The SCC treasurer should update the activity report on an on-going basis by recording each activity, place, time and date, staff attending, number of members attending, cost of the activity, miscellaneous remarks and other (non-activity) costs incurred during the fiscal year. At the end of the fiscal year, the SCC Treasurer should sum the cost of the year’s activities and list it as the “Activities Total”. The sum of the “Activities Total” and the “Other Costs” should agree with the “Total Expenses” on your end-of year financial report. The SCC Treasurer is required to submit both the “Activity Report” along with the “End-of-Year Financial Report” to the CTA Treasurer in order to receive your second increment of funding (40 percent) in November.

Listed below are the general instructions for completing the SCC budget form.

1. Service Center Council Name.
2. Being an affiliate of CTA, the fiscal year end is 8/31/XX.
3. Activity/Event
4. Place, Time and Date of Activity.
5. Staff attending.
6. Number of members attending.
7. Cost of Activity.
8. Comments.
9. Service Center Council Name.
10. Being an affiliate of CTA, the fiscal year end is 8/31/XX.
11. Other non activity costs incurred by the Service Center Council.
12. Amount of other non activity costs.
13. Person completing the SCC Activity Form.
14. Sum of Activity Costs from column 7.
15. Sum of Other Costs from column 12.
16. Sum of Activity Costs and Other Costs. Should agree with Financial Report.