

## THE SOCIETY FOR CREATIVE ANACHRONISM, INC. - FINANCIAL REPORT

Branch: \_\_\_\_\_ Period: \_\_\_\_\_ to \_\_\_\_\_

## NEWSLETTER SUBSCRIPTIONS DUE WORKSHEET

Use this form only if you sell multiple issues of your newsletter in advance. If not, the Balance of Subscriptions Due is Zero.

First, calculate the PRICE PER ISSUE for your newsletter.

**Price of one subscription** \_\_\_\_\_ (A)

**# of issues per subscription** \_\_\_\_\_ (B)

**Price per Issue** \_\_\_\_\_ (A ÷ B)

If you had a price change during this year, you will need to fill out a copy of this worksheet for each rate, and report the sum of all the worksheets on Pg I Line II.a (End) AND Pg 9 Net Newsletter Income (C). It is not recommended that subscriptions be offered for purchase for more than two years of issues at a time. It is recommended that all subscriptions

end during December, making the BALANCE OF SUBSCRIPTIONS DUE equal to zero on the End-of-Year report.

Now, review your subscription run, either by expiration date or number of issues remaining. Complete the worksheet below, including only those that were bought (not free or traded). You can fill in month/year starting with the next issue to help you figure out how many issues are left in each subscription. The number of issues remaining in the subscription multiplied by the number of subscriptions with the same number of issues remaining multiplied by the price per issue for that subscription rate equals *how many future issues are already paid for that we owe to subscribers*. This is called the BALANCE OF SUBSCRIPTIONS DUE.

Month/Year Subscription Expires	(a) # of Issues remaining	(b) # of Subscriptions Expiring This Month/Year or Issue	(c) Price Per Issue	(a) x (b) x (c) Balance of Subscriptions Due
/	1			
/	2			
/	3			
/	4			
/	5			
/	6			
/	7			
/	8			
/	9			
/	10			
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/	19			
/	20			
/	21			
/	22			
/	23			
/	24			
<b>Show Total on Pg. 1 Line II.a (End) And both Pg. 9 Net Newsletter Income (C)</b>				<b>TOTAL</b>

Use additional sheets if necessary