

NYSENA TNCC Expense and Revenue Form

(Formatted for single-page use with consistent column widths for PDF export)

Instructions (Complete All Sections)

- Enter **Course Location, Dates, and Course Director**.
- Record all **expenses** (one per line); include description, date, payment method, and amount.
- Enter instructor payments under **Instructor Fee 1-4**.
- Record all **revenue sources** with quantity, rate, and totals.
- Log all checks under **Check Log**.
- **Net Summary is required** (Revenue - Expenses).
- Submit within **30 days of course completion**.

Course Information

Course Location: ____

Course Dates: ____

Course Director: _____

Expense Tracking

Expense Category	Description	Date	Payment Method	Amount (\$)
Course Director Fees				
Instructor Fee 1				
Instructor Fee 2				
Instructor Fee 3				
Instructor Fee 4				
Total Instructor Costs				=SUM
Other Expenses				
Total Expenses				=SUM

Revenue Tracking

Revenue Source	Description	Qty	Rate (\$)	Total (\$)
Registration				
Sponsorship				
Other				
Total Revenue				=SUM

Check Log (Revenue)

Check #	Description	Date	Amount (\$)
Total Checks			=SUM

Net Summary

Total Revenue (\$)	Total Expenses (\$)	Net (+/-)
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Form Generated on: April 8, 2026

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Net Summary

Total Revenue (\$)	Total Expenses (\$)	Net (+/-)
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