

Michigan State Council

Mentally Impaired Drive Worksheet Instructions

Enter Dates of Drive

Enter Amount Collected

Enter Other Miscellaneous Income, such as, funds raised during the year

Enter Number of Cases of Tootsie Rolls Ordered

Enter Cost per Case, the price paid for each case of Tootsie Rolls

Enter Other Expenses, such as, the amount of miscellaneous expense on vests, food & beverage for workers, advertising, Tootsie Roll shipping charges, and other miscellaneous expenses

Enter Organization Name (one or more), Organization Purpose, Check Amount for funds to be distributed

If using percent, enter Percentage to distribute funds, put in percentage and the amount of the check will be automatically calculated

If not using percent, to distribute funds, enter amount of check in Check Amount field

Enter number of Knights of Columbus members who worked on the drive

Enter number of Non Knights of Columbus members who worked on drive

Enter Diocese, Council Number, District Number, Grand Knight Name, Grand Knight Address, and

Grand Knight Phone Number

Grand Knight and Financial Secretary must sign form

Distribute as noted

If using a computer, the following fields will be calculated:

Total Income

Total Cost of Tootsie Rolls Ordered

Total Expenses

Net Income

Amount of Check Sent to State Council (Net Income)

Funds for Council Distribution (Net Income x 80%)

Funds Distributed by State Council

Check Amount if Percentages are used