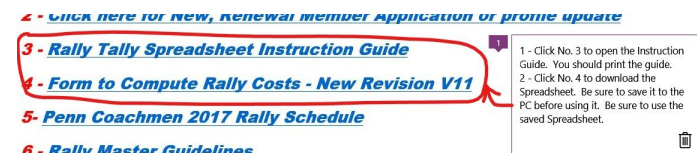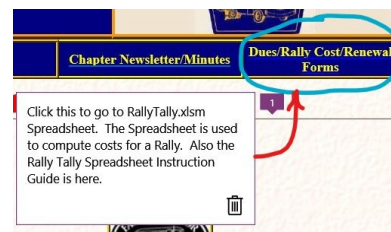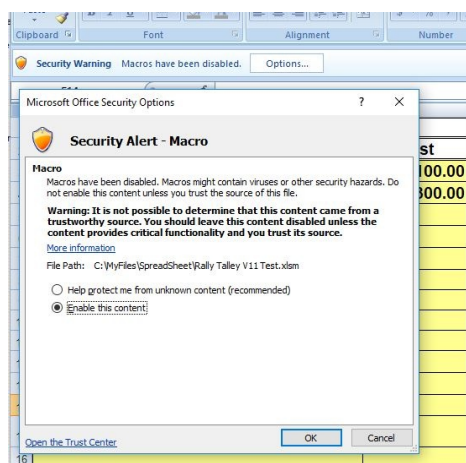# RALLY TALLY SPREADSHEET GUIDE

The Rally Tally Spreadsheet is in Microsoft Excel and is used to compute the individual costs for a rally. The first thing to do is download it from the Penn Coachmen website. Be sure you download it before you open it with Microsoft Excel. You can find it at WWW.PennCoachmen.org, then clicking on "Dues/Rally Cost/Renewal Forms".

Click item No. 3 to open the Instruction Guide. It is better to print the instruction guide so you have it handy when using the Spreadsheet.

Click item No. 4 to download the Instruction Guide. ==Be sure you use the downloaded Spreadsheet. If you try to use the Spreadsheet without saving it to your PC, your work will probably not be saved.==

Open the Rally Tally spreadsheet, At the top left of the screen you will see a Security Warning Bar. Which says "*Macros have been Disabled*". Click on the "Option" block and below it will be the screen telling you Macros have been disabled. Please click the dot that says "Enable this Content", then click "OK". Doing this will allow you to do automatic sorting of the Spreadsheet. One sort will be for the Parking Captain and the other will be for printing the papers used for Final registration. You can also use this sort when you want to put the names in alphabetic order. The instructions for using the Automatic Sorting are on the Rally Tab and is shown below.

Automatic Sorting

Sort for Parking Captian - Hold the "Ctrl" + "Shift" keys then press the letter "P" key. This will sort the "Arrival Date" and the "Name" in A to Z sequence. This should be done prior to printing. The Parking Captain would like this one week prior to the Rally. If you print in PDF format you can email it to him.

Sort for Final Registration - Hold the "Ctrl" + "Shift" keys , then press the letter "R" key. This will sort the "Name" in A to Z sequence. This can be done anytime, but should be done prior to printing for final Registration.

When you open the spreadsheet you will see three tabs at the bottom left labeled **Rally, Rigs** and **Tally**. You can make entries anywhere there is a yellow color. You will not be able to change any other place.

The Rally Tab is where you enter the basic information about the Rally. This is used to compute the final cost on the **Tally Tab**.

The **Miscellaneous Costs** are where you enter individual purchases, entertainment or other costs. The treasurer can write checks to the individuals or businesses that contributed to the Rally. The amount for Trailer towing is set by the Executive Board. If you do not require the trailer enter 0 (zero).

Do not include any trailer supplies as a Miscellaneous Cost for the rally as these supplies come from a separate fund. Just give the receipt to the treasurer for reimbursement.

A	B
Miscellaneous Costs	
Description	Cost
Trailer Towing From & To Rally Sites	$ 100.00
Padding	$ 300.00
Heaps Container Service	$ 75.00
A.O Table Rental	$ 178.84
Joan Park - Salad	$ 18.90
Barb Zydorczyk - BBQ & Nuts	$ 17.40
Peggy Dilliplaine - Relish Tray	$ 25.09
Linda Deardorff - BBQ	$ 23.93
Faye Anderson - BBQ	$ 11.43
Mary Amos - Pie, ice-cream, Toppings,	$ 302.13
Plates, Napkins, Flowers, Donuts,	
ice, various other items	

The Padding is used to make adjustments for items needed after the **Tally Tab** has been completed (i.e. - you had to purchase an item after the rally starts that costs $15. You would add your item for $15, then subtract it from the Padding. The Padding can be any amount and is adjusted to suit your rally. This way your numbers will stay the same on the **Tally Tab**. To keep the rally from going in the RED, the executive has added $200 permanent padding.

The next area is where you enter the **Cost per Day** for camping and below that is the amount each rig is charged to furnish supplies for the trailer. The cost per day for camping is usually in the contract for where the rally takes place. The **Rig Charge for Trailer Supplies** is set by the Executive Committee. You will also note you will only be allowed to change the portions colored yellow.

D	E	F
Camping		
Cost per Day	$ 25.00	
Rig Charge for Trailer Supplies	$ 2.00	
CAUTION: CHANGE ONLY AREAS COLORED YELLOW!!!!!		

The **Month** and **Location** of the Rally is self explanatory.

You can enter the cost of catered meals and set the amount of **Gratuity** and **Taxes** for the meal. Some places do not charge tax and some do not require a Gratuity. Use your own discretion what you enter. **Other Charges** could be for tickets for an event or something else.

G	H	I	J	K	L	M	N
		Meal - Dinner		Meal - Breakfast		Other Charges	
		Adult	Child	Adult	Child	Adult	Child
Cost per Person		$ 12.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Gratuity -%	18	$ 2.16	$ 0.00	$ 0.00	$ 0.00		
Tax - %	6	$ 0.72	$ 0.00	$ 0.00	$ 0.00		
Total		$ 14.88	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

The Rigs Tab is where you enter the information for each Rig/person coming to the rally. The **Totals** are shown at the top of each column. This is the page where Automatic sorting takes place.

Nr Rigs	Arrival Date	Reason Code	Name	Phone Number	FMCA #	Size	Nr Nights Camping	Nr Adults	Nr Adult Dinners	Nr Child Dinners	Nr Adult Break	Nr Child Break
			Totals					39	35	0	0	0
1	Wed	C	Amos, Hal & Mary	717-766-2640	F148026	40	4	2	0			
2	Thur		Bamberger, Dave & Ceil	717-821-0541	F449883	???	3	2	2			
3	Wed		Birett, Bob	215-450-2321	F359317	22	3	1	1			
4	Thur	H	Breisch, John & Nancy	610-698-4552	F258217	30	3	2	2			
5	Thur		Britz, Eric & Phyllis	484-599-0609	F423634	34	3	2	2			
6	Thur	C	Buckley, Ron & Joanne Freeman	215-536-6899	F327736	27	0	2	0			
7	Thur		Campalone, Nick & Melissa	302-983-0178	F474656	34	3	2	2			
8	Thur		Cipa, Gary & Sue	610-334-3287	F431859	32	3	2	2			
9	Thur	C	Deardorff, Karl & Linda	717-439-6314	F414464	40	3	2	2			
10	Thur	F	Degler, Barry & Betty	610-451-9245	F459294	33	3	2	2			
11	Thur	C	Dilliplaine, Wayne & Peggy	484-888-8015	F374400	37	3	2	2			
12	????		Fritzinger, Robert & Betty	484-264-0759	F293155	35	2	2	2			
13	Thur		Lentz, Richard & Violet	610-797-2869	F378406	33	2	2	2			
14	Thur	C	Lexa, Jim & Barbara Arcati & Deanna Arcati	717-512-4881	F133176	37	4	2	2			
15	Fri		Momme, Glenn	(610) 584-6651	F251804	23	2	1	1			
16	Thur		Newton, Bill & Roz	716-4992463	F448330	40	2	2	2			
17	Wed		Park, Ed & Joan	610-532-2033	F50377D	25	2	2	2			
18	Thur	H	Saltys, Chester & Sandra	570-7131234	F368180	40	2	2	2			
19	Thur		Sattazahn, Walter & Sally Thomas	717-304-9909	F184971	43	3	3	3			
20	Fri	H	Zeblisky, Joe & Pat	570-356-2690	F166071	36	2	2	2			

The **Arrival Date, Name, Phone Number, FMCA #, Size** are self explanatory. The **Reason Code** will come from the table at the right side of the page. This example has a "C" for committee member and an "N" for not camping. This part of the page you can print for the person doing the Parking. It should be sorted in alphabetic order (discussed later).

Nr Nights Camping - Enter the number of official rally nights they will be camping. **THE NUMBER OF NIGHTS EARLY BIRD CAMPING ARE INCLUDED IN THIS COLUMN.** This is used to calculate the camping fee shown on the **Tally Tab**. If they are not camping the entire rally this would reflect the actual number of official rally nights camping.

Nr Adults - This is the number of adults for the Rally. This is used to compute the **Miscellaneous Cost** on the **Tally Tab**. If there are children under 13, I do not compute costs for them under **Miscellaneous Costs** on the **Tally Tab**. This is up to your discretion. **If some people are here for a short visit you would enter 0 (zero) or if a person cancels for the rally and you have to pay for catered meals you would enter 0 (zero) in this column.**

Dinner/Break columns - This is used to compute the cost of meal shown on the **Tally Tab**. These costs are based on what is entered for meals on the **Tally Tab**.   Here you would enter the number of people for catered meals. If a person is not having a meal, they do not have to be counted. Sometimes children will have a different cost for meals and this is why we have this separate column. If there is no difference in children costs you can count them as adults. **You would enter the number of meals should someone cancels for the rally and you still have to pay for their meal.**

The **Arrival Date, Reason Code, Name, Phone Number, FMCA # and Size** columns should be printed for the Parking Coordinator. This should be sorted in alphabetic order, printed and given to the Parking Coordinator.

The Right side of the **Rigs Tab** is for recording **Check Number** and **Date of Registration**. The **Reason Code** is a guide for the rig attending the rally. There is room to add more in the yellow area if you desire to do so.

P	Q	R	S	T	U	V	W
Registration Deposit	Check Nr	Date of Deposit	Late Fee		Reason Code Table	Description	
$1,000.00							
$ 50.00	3172	8-Aug-16	$ 0		C	Committee	
$ 50.00	7697	16-Jul-16	$ 0		H	Handicapped	
$ 50.00	2139	28-May-16	$ 0		F	First Timer	
$ 50.00	305	16-Jul-16	$ 0		N	Not Camping	
$ 50.00	2533	8-Aug-16	$ 0				
$ 50.00	6238	1-Aug-16	$ 0				
$ 50.00	408	6-Jul-16	$ 0				
$ 50.00	4188	5-Jul-16	$ 0				
$ 50.00	4541	1-Aug-16	$ 0				
$ 50.00	980	8-Aug-16	$ 0				
$ 50.00	5648	8-Aug-16	$ 0				
$ 50.00	712	18-Jun-16	$ 0				
$ 50.00	2147	16-Jul-16	$ 0				
$ 50.00	9233	5-Aug-16	$ 0		CAUTION: CHANGE ONLY AREAS COLORED YELLOW!!!!!		
$ 50.00	4021	16-May-16	$ 0				
$ 50.00	2912	5-Aug-16	$ 0				
$ 50.00	6015	30-Jul-16	$ 0				
$ 50.00	5284	25-Jul-16	$ 0				
$ 50.00	6370	16-Jul-16	$ 0				
			$ 0				
$ 50.00	3120	16-Jul-16	$ 0				

Registration Deposit - Enter the amount of the initial deposit for the rally (usually $50). If a person does not make an initial deposit, this will be 0 (zero).

Check Nr - Self-explanatory, except if cash, enter "Cash".

Date of Deposit - The date you received the registration.

Late Fee - This is used if someone is charged for sending their registration past the due date of registration. This is usually $10.

The **Tally Tab** is printed for the people to use at the final registration table for the rally. There are **Totals** across the top of each column. The treasurer can use these amounts when making payment for camping, meals, etc. This should be sorted in alphabetic order, printed for people doing registration.

Nr Rigs	Name	FMCA #	Camp Fee	$ Meals	$ Other (Tickets, etc.)	Misc	Total	Initial Deposit	Bal. Due	Final Check #	Bal. Paid	Trailer Supply
	Rally Totals		$ 1,300.00	$ 587.61	$ 33.58			$ 900.00	$ 1,652.00		$ 0.00	$ 40.00
1	Amos, Hal & Mary	F148026	$ 100.00		$ 33.58	$ 29.66	$ 165.24		$ 166.00			$ 2.00
2	Bamberger, Dave & Ceil	F449883	$ 75.00	$ 33.58		$ 29.66	$ 140.24		$ 141.00			$ 2.00
3	Birett, Bob	F359317	$ 75.00	$ 16.79		$ 14.83	$ 108.62	$ 50.00	$ 59.00			$ 2.00
4	Breisch, John & Nancy	F258217	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
5	Britz, Eric & Phyllis	F423634	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
6	Buckley, Ron & Joanne Freeman	F327736				$ 29.66	$ 31.66	$ 50.00	-$ 19.00			$ 2.00
7	Campalone, Nick & Melissa	F474656	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
8	Cipa, Gary & Sue	F431859	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
9	Deardorff, Karl & Linda	F414464	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
10	Degler, Barry & Betty	F459294	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
11	Dilliplaine, Wayne & Peggy	F374400	$ 75.00	$ 33.58		$ 29.66	$ 140.24	$ 50.00	$ 91.00			$ 2.00
12	Fritzinger, Robert & Betty	F293155	$ 50.00	$ 33.58		$ 29.66	$ 115.24	$ 50.00	$ 66.00			$ 2.00
13	Lentz, Richard & Violet	F378406	$ 50.00	$ 33.58		$ 29.66	$ 115.24	$ 50.00	$ 66.00			$ 2.00
14	Lexa, Jim & Barbara Arcati & Deanna Arcati	F133176	$ 100.00	$ 33.58		$ 29.66	$ 165.24	$ 50.00	$ 116.00			$ 2.00
15	Momme, Glenn	F251804	$ 50.00	$ 16.79		$ 14.83	$ 83.62	$ 50.00	$ 34.00			$ 2.00
16	Newton, Bill & Roz	F448330	$ 50.00	$ 33.58		$ 29.66	$ 115.24	$ 50.00	$ 66.00			$ 2.00
17	Park, Ed & Joan	F50377D	$ 50.00	$ 33.58		$ 29.66	$ 115.24	$ 50.00	$ 66.00			$ 2.00
18	Saltys, Chester & Sandra	F368180	$ 50.00	$ 33.58		$ 29.66	$ 115.24	$ 50.00	$ 66.00			$ 2.00
19	Sattazahn, Walter & Sally Thomas	F184971	$ 75.00	$ 50.37		$ 44.49	$ 171.86	$ 50.00	$ 122.00			$ 2.00
20	Zeblisky, Joe & Pat	F166071	$ 50.00	$ 33.58		$ 29.66	$ 115.24	$ 50.00	$ 66.00			$ 2.00

Final Check # - The check written for the rally. If paid in cash you should enter "Cash". The amount of the check should the consistent with the **Bal. Due** column for the rig.

Bal Paid - This is usually the same as the **Bal. Due** column.

After the rally the treasurer should be given copies of the **Miscellaneous Costs** on the **Rally Tab** and a copy of the **Tally Tab**. The **Rally Tab** printout should contain enough information for the Treasurer to know who and how much to make checks for. The **Final Check #** and **Bal. Paid** should be filled in before giving him the **Rally Tab**. The treasurer can use the totals on the **Rally Tab** to make checks for camping and catered meals. It is a good idea to give the entire Rally Tally spreadsheet to the treasurer on a thumb drive.