

QUARTERLY REPORT EXAMPLE – Part I
Shire of Erehwon

What was requested (this is how items are introduced to you – see part 2 for how to record the items):					
Line#2	01/07/06	Bubba Hotep (Bob Smith) gives you \$240.00 for subscriptions to Erehwon’s newsletter the Brief. *note – Bubba is the chronicler. **note2 – Bubba should be telling you how many subscriptions he has (in this case it should be 20 subscriptions).	Line #14	3/09/06	MTU event! Collected \$690.00 at the porter. Collected \$75.00 for NS raffle. Total cash box deposited into bank is \$865.00. *note – this includes seed money.
Line #3	01/15/06	Bubba Hotep (Bob Smith) turned in receipt for \$14.50 to cover costs of printing the January issue of the Brief. *note – Bubba is the chronicler.	Line #15	3/10/06	Jolly Bob (Brandon Smith) turned in receipts for \$225.00 to cover costs of food - \$75.00 for lunch and \$150.00 for feast for MTU event. *note – although all items are for food, the lunch and feast are listed separately in case the group might need to know in future how much was spent on feast vs. lunch, just listing “food” will never reveal this info.
Line #4	01/31/06	Bubba Hotep (Bob Smith) turned in receipt for \$39.00 to cover costs of buying stamps to mail out shire’s newsletter. *note – Bubba is the chronicler.	Line #16	3/10/06	Harley Hurling (Jane Smith) turned in receipts for \$180.00 to cover costs of: supplies for site tokens (\$50.00), food for the royalty room (\$25.00), food for lunch (\$100.00) and printing of the site booklets (\$5.00) – all of this for MTU event. *note – again, make sure when one check is written for different expense categories that it is broken down into each category **as well as** the amount for each category. This is **extremely** important for being able to properly balance your report.
Line #5	02/01/06	Funds requested for event site deposit for City of Hoodyville Parks Dept. for Making This Up Sewing Event in amount of \$100. *note - this is deposit for event site and may be refunded (or check returned).			
Line #6	02/02/06	Received pre-registrations for MTU event in amount of \$170.00. *note - make sure all transactions related to an event are labeled as such.	Line #17	3/10/06	Horton Hoo (Billy Smith) turned in receipts for \$100.00 to cover costs of food for feast for MTU event.
Line #7	02/02/06	Received funds from passing the hat at fighter practice in amount of \$70.00.	Line #18	3/10/06	Monies collected for Non-Member Surcharge (NMS) in amount of \$60.00 must be sent to the NMS Deputy with in 30 days of the event.
Line #8	02/07/06	Received pre-registrations for MTU event in amount of \$270.00.	Line #19	3/10/06	Monies collected for NS raffle in amount of \$75.00 must be sent to the Kingdom.
Line #9	02/17/06	Bubba Hotep (Bob Smith) turned in receipt for \$15.00 to cover costs of printing the February issue of the Brief. *note – Bubba is chronicler.	Line #20	3/17/06	Bubba Hotep (Bob Smith) turned in receipt for \$14.00 to cover costs of printing the March issue of the Brief. *note – Bubba is chronicler.
Line #10	02/23/06	Received pre-registrations for MTU event in amount of \$185.00.	Line #21	3/18/06	Molly Ringwall (Janice Smith) turned in receipt for \$150.00 to cover costs of food for feast for MTU event.
Line #11	2/27/06	Kathryn Twentyone (Julie Smith) turned in receipt for \$55.00 to cover costs of printer cartridges for Exchequer office. *note – Kathryn is exchequer; also note, as exchequer she will need two *OTHER* signatories for her reimbursement.	Line #22	3/20/06	Received funds from passing the hat at fighter practice in amount of \$44.00.
Line #12	3/7/06	Seed money in amount of \$100.00 is withdrawn from the bank. *note – seed money **MUST** be withdrawn from a bank by **CHECK** Check is usually written to the bank name (ie – First Federal).	Line #23	3/24/06	Bubba Hotep (Bob Smith) gives you \$10.00 for a subscription to Erehwon’s newsletter the Brief. *note – Bubba is the chronicler. **note2 – This brings the total subscriptions up to 21. **note3 – this subscription was only \$10 because the person started in March, they missed the 1 st two newsletters but are now paying for subscriptions through the end of the year.
Line #13	3/8/06	Funds requested for Cty Hdyvllle Parks Dept. for total event site costs for MTU event in amount of \$400.00.	Line #24	3/30/06	Received quarterly bill from Hoodyville Gymnastics for use of their facilities for fighter practice in amount of \$120.00 (\$40/month).