



WSQG INCOME & EXPENSE REPORT FOR REGIONAL EVENT

**Payment will not be made until receipt of this form by the WSQG Treasurer
All Legible receipts must be attached.**

Event Name: _____ Event Dates: _____

Organizer's Name: _____ Email: _____

Telephone: _____

If expenses are to be reimbursed, please provide the following information:

Payee (if different from organizer): _____

Mailing Address: _____

WSQG Approved Funding: \$ _____ Amount Requested: \$ _____

Please provide a brief description of the event: _____

Please Note: WSQG funds CAN be used for teacher fees, facility costs, advertising, postage and supplies. WSQG funds CANNOT be used for door prizes, food, gifts or other supplies such as sewing notions (Example, scissors, irons, etc.). Those items can be paid for with registration fee funds and must be included in this report. (See Other Expenses below.)

INCOME

of Attendees: ____ X Fee \$ _____ \$ _____

Monetary Donations: \$ _____

Income Other than WSQG: \$ _____

Other Income Source: _____

EXPENSES

Instructors: \$ _____
Prepaid: Yes ____ No ____

Facility: \$ _____
Prepaid: Yes ____ No ____

Meals: \$ _____

Printing: \$ _____

Postage: \$ _____

Other: \$ _____

Other Expense Descr.: _____

If more space is needed use the reverse side of this form.

Total Income: \$ _____

Total Expense: \$ _____

I certify that this Income and Expense report is a true and complete accounting of the above-referenced Regional Event.

Signature: _____

Date: _____