



**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: \_\_\_\_\_

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.) Funds cannot be retained from this event to be used on another event.

INCOME

EXPENSES

WSQG Prepayment

# of Attendees: \_\_\_ X Fee \$ \_\_\_\_\_ \$ \_\_\_\_\_

Instructors: \$ \_\_\_\_\_ Y\_\_ N\_\_

Monetary Donations: \$ \_\_\_\_\_

Facility: \$ \_\_\_\_\_ Y\_\_ N\_\_

Income Other than WSQG: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

Other Income Source: \_\_\_\_\_

Printing: \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Other Expense Descr.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Total Income:** \$ \_\_\_\_\_ **Total Expense:** \$ \_\_\_\_\_

**Difference:** \$ \_\_\_\_\_

**Venue or Teacher Prepayment:** \$ \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_ **WSQG Approved Funding:** \$ \_\_\_\_\_

**I certify that this Income and Expense report is a true and complete accounting of the above-referenced Regional Event and that no profit has been realized.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_