

Instructions for Submitting Quarterly Reports

For the 1st, 2nd and 3rd Quarters:

E-mail copies of your Excel Spreadsheet, Check Register, Event Report Form(s), and Bank Statements for the reporting quarter to:

1. Your Regional Exchequer
2. Kingdom Exchequer
3. Your Local Seneschal

Your Seneschal **MUST** then **Reply-All** that he/she has reviewed and approves of the paperwork.

Year End Report:

E-mail a copy of your Excel Spreadsheet for the calendar year to:

1. Your Regional Exchequer
2. Kingdom Exchequer
3. Your Local Seneschal.

You must then **MAIL** to the Kingdom Exchequer printed copies of the following:

- Signed Copies Excel Spreadsheet from the calendar year
 - Must be signed by both Exchequer and Seneschal
- Copies of ALL Event Report Forms from the calendar year
- Copy of the Check Register for the calendar year
- Copies of all Bank Statements for the calendar year