PEACE ARCH WEAVERS AND SPINNERS GUILD

EXPENSE/INCOME RECORD April 1st, 20___ – March 31st, 20___

Executive Position or Committee _____

Budget _____

Date	Description	Income	Guild expense	Personal expense *	Invoice no. or date	Paid
	Totals					

* Personal expenses for reimbursement must be submitted to the treasurer **no later than** the last Wednesday or March.

** A payable voucher with attached receipts **must** accompany reimbursement requests.