

# Chronicler's Report

For the \_\_\_\_\_ issue of \_\_\_\_\_ (newsletter name)

Date prepared \_\_\_\_\_ Name of Branch \_\_\_\_\_

Expenses			Income	
	Handout	Mailed		
Cost of Printing / Issue			Cash Donations	
Cost of Postage / Issue			Subscriptions Sold	
Total Cost / Issue (a)			Issues Sold to Individuals	
Complimentary Copies			Other Income	
Exchange Copies			Total Income	
Subscriptions			<b>Notes:</b>	
Overage				
Total Issue Count (b)				
Total Cost of Issues				
Miscellaneous Expenses				
Total Expenses				

Subscription Liability			
# of Subscriptions	# of Issues Remaining	Cost / Issue when sold	Total Liability

<b>SCA Name:</b>	
<b>Mundane Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Membership #</b>	<b>Expiration Date:</b>