

# What should be in a FSGW event report?

The FSGW Bookkeeper says an event report should include:

1. # of attendees, broken down by registration type
2. dollar amount of attendee revenue with a breakdown between charged payments and cash/check payments,
3. checks written with account, check number, payee, amount and reason, and any other information which might be beneficial to have within the accounting backup for the year.

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