

## **ANTIR SENESCHAL'S REPORTING FORMATS**

Quarterly Report Format (All Four Quarters)

1. Branch Identification
  - a. Branch Name
  - b. Modern Location (All Counties, Municipalities, Cities etc.)
  - c. Report Date (Julian Calendar)
  - d. Quarter you are reporting for
  
2. Officer Identification
  - a. Seneschal's Name (SCA and modern)
  - b. Mailing Address
  - c. Telephone Number(s)
  - d. Email Address(es)
  
3. Crown Representative Identification (Baron and/or Baroness or Royal Patron)  
(if none leave blank)
  - a. Name (SCA and modern)
  - b. Mailing Address
  - c. Telephone Number(s)
  - d. Email Address(es)
  - e. Term Expiration Date (All current Royal Patrons will begin with Jan 2012 term end at 12<sup>th</sup> Night 2010)
  
4. Branch Population Estimates
  - a. Paid members
  - b. Non-members
  - c. Total active
  
5. Activities
  - a. Regular scheduled meetings/activities
  - b. Special/occasional meetings in this last quarter (for special planning or special activities).
  - c. Events held in the last quarter
  - d. Demos, with accounts of activities, attendance
  - e. Good things or bad things that happened at any gathering. Include your ideas for improvement for future events, and things that worked well.
  
6. Upcoming
  - a. Events (Include events even if dates are tentative)
  - b. Demos

7. Roster Changes
  - a. Modern and SCA names
  - b. Full contact info.
  
8. Financial status.
  - a. Bank balance
  - b. Recent special purchases
  - c. Planned purchases.
  
9. Summary
  - a. Thoughts on the group overall
  - b. Best thing or things
  - c. What needs improvement
  - d. Potential or current difficulties in your office or group

Cantons send a COPY of their report to the Baronial Seneschal. Incipient Branches send a COPY to the sponsoring branch and to the Deputy Seneschal for New and Incipient Branches as well as their copy to the Deputy Seneschal for Branch Reporting or the Principality Seneschal.

## Combined Year End Report (Domesday)

1. Quarterly Report
  - a. the 4<sup>th</sup> quarter report
2. Year End Financial (include total account funds including any investment certificates)
  - a. Account Balance – End of Reporting Year (Dec 31)
  - b. Account Balance – First of Reporting Year (Jan 1)
  - c. Net Year Gain/Loss
3. Summary (Year End Highlight Reel)
  - a. The Good
  - b. The Bad
4. Branch Footprint
  - a. Modern Municipalities, Counties, Cities etc claimed by branch
  - b. Zip or Postal Code List (highlight any changes reported or requested)

The Year End (Domesday) Report, including the 4<sup>th</sup> Quarter report, is due as per Kingdom Law, 1 February for branches.

In one email:

Submit your Year End Report Statement  
Include your just completed 4<sup>th</sup> Quarter Report