NETWORK REPORT

DAY | DATE | YEAR

SPEAKER: NAME

* Venue:
* Speaker:
* Topic:
* Time:
* Sponsors: Hibiscus and Bays Local Board
* No of attendees:

***In all expenses below list both the GST inclusive and GST exclusive amounts***

**Income:**

* Sponsor Income:
* Local Board Economic Funding contribution:
* Attendee Income:

Total income:

**Expenses:**

* Catering:
* Venue:
* Billboards:
* Expenses (eg wine/chocolates):
* Management:

Total expenses:

**Balance:**

**Summary**

**(*Talk title*)**

Write a short summary of what the talk was about, how well it was received, any tips that came out of it, etc…

Your name

Date:

Then add a photo of final attendee sheet (this is mostly in case you want to refer back later to who attended) and a few photos