

The Kingdom of
Westmanland

A report of auditable data for the Duchy of:

Land name _____

For the period of Start month _____ – End month _____, Year _____

Prepared by:

Your name _____

Your contact info _____

Table of Contents

What sections are in this form and on which page (based on total pages in the file) that section decided to appear in.

Instructions

Read these. They are important and explain the whats, whys, and hows of this document.

Hey You...

Are you still reading the instructions? Good. Have an imaginary cookie.

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Instructions

The purpose of this document (“form”) is to allow a Prime Minister or Monarch or a specially assigned representative thereof (“you”) to organize and present the auditable data for your land for a given audit period. Audits submitted for review by the Westmarch Board of Directions (“BoD”) shall consist of at least two parts: this form completed to the best of your ability and an organized archive (.zip or .rar only please) of scans of the land’s relevant documents.

Make sure you are using the correct audit form for the size of your land. Audit forms for all sizes of sponsored lands within the Kingdom are available on the Important Documents page of the Westmarch website:

<http://www.caamtgard.com/docs/>

Also do not fail to ensure that you are using the an up-to-date version of Adobe Reader. (Foxit should work, but is not recommended by the editor or the BoD. If you want to ensure that your audit is saved and viewed correctly by the BoD, best to use Reader.) The link to download the latest version of Adobe Reader is below:

<http://get.adobe.com/reader/>

The structure of this form is hinted at by the Table of Contents above. Layout wise the form is formatted with the bulk of the document being the structured forms that allows you to input audit data logically and in an easy to read fashion. This form is also laid out so that it should print out attractively on most printers.

While the majority of the form should be self-explanatory, notes describing what the form and the BoD will be asking for are in the outside (away from the “spine”) margins of the document on the other side of the grungy red line. See to the left for an example of these notes in action.

This form was produced by request of the BoD. All errors and reproducible bugs (read: happens on more than one computer/for more than one user) can addressed by the most recent editor: Fiks. Contact him either on the Westmarch forums or by sending him an email at fiks@wavehaven.net.

Letter to the Westmarch Board of Directors

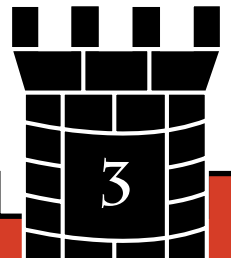
Compose letter here...

Letter to the WM BoD

Compose a letter to the WM BoD if you so desire. This is a great place to explain any irregularities in your audit submission. This is also a great space for the Monarch to write how their land has fared in the given six months.

Signed,

Author's name _____



Audit Summary

This is a check list of what data a land of your size is required to submit for your audit. This is your road map for the audit. Check off the Audit Items you have provided.

Past and Current Officers

List the ten people who served in these five positions in your park during this audit period. Specify the months their reign spanned and the year their reign ended.

Below their office and name, detail the results of their election. If the election was contested, count votes for other candidates under the "Nay" category.

GMR

This stands for Guildmaster of Reeves, in case you were wondering.

Dues Paid List

List the members of your land who were dues paid in this audit period. If there is not enough space here, include a complete list with your scans.

Note: These dues, and who paid them, should be noted in your ledger.

Audit Summary: Duchy Level

- Audit Item**
 - Copies of attendance sheets *
 - Copies of financial records *
 - Copies of bank statements †
 - List of current officers *
 - Results of crown qualifications *
- * = Required Items

- Audit Item**
 - Proof of advertising *
 - Copies of ledgers *
 - Meet attendance requirements *
 - List of current dues-paid members *
 - Results of crown elections *
- † = Only provide if applicable

Past and Current Officers

Reign Dates _____ – _____, _____ Reign Dates _____ – _____, _____

Monarch _____

Aye _____

Nay _____

Abstain _____

Regent _____

Aye _____

Nay _____

Abstain _____

Champion _____

Aye _____

Nay _____

Abstain _____

Prime Minister _____

Aye _____

Nay _____

Abstain _____

GMR _____

Aye _____

Nay _____

Abstain _____

Monarch _____

Aye _____

Nay _____

Abstain _____

Regent _____

Aye _____

Nay _____

Abstain _____

Champion _____

Aye _____

Nay _____

Abstain _____

Prime Minister _____

Aye _____

Nay _____

Abstain _____

GMR _____

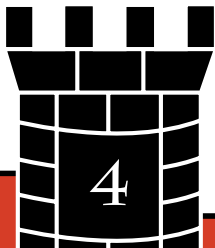
Aye _____

Nay _____

Abstain _____

Dues Paid Members

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Crown Qualifications Results – Arts & Sciences

Ducal Monarch

Local Kingdom

Item	Category	Average
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ducal Regent

Local Kingdom

Item	Category	Average
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ducal Champion

Local Kingdom

Item	Category	Average
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Champions

Participant

Items

A&S Score

First Place	_____	_____	_____
Second Place	_____	_____	_____
Third Place	_____	_____	_____

Crown Qualifications Results – Warmaster

Player	Category	Score
_____	Overall 1st (Warmaster)	_____
_____	Overall 2nd	_____
_____	Overall 3rd	_____
_____	Cat.1	_____
_____	Cat.2	_____
_____	Cat.3	_____
_____	Cat.4	_____
_____	Cat.5	_____

Arts & Sciences

Here you will list the results of your most recent crown qualifications for the listed officers. Specify if the officer qualified at a local Crown Quals or at the Kingdom Crown Quals by checking the appropriate box.

Supply the name of the item, what category it was entered in (use the Corpora listed categories unless a custom category was ran by the Quals).

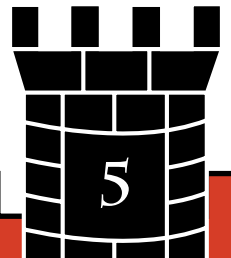
List the average of the judges scores for the given item in the right-most column. Round your averages to the tenths decimal place (1.1, 2.2, etc.) as per Corpora.

Finally, list the top three champions of the Cultural Quals. Include the number of items they submitted and their total Arts & Sciences score as defined by the Corpora, Article VI, Section 5, Item 6.

Do not forget to include a scan or screenshot of your Quals results in your audit packet.

Warmaster

Give the results of your local Warmaster event here. If no Warmaster was held during the Time of the Crown, leave this section blank.



Attendance Summary

Date	Total Sign-ins	Visitors	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Average sign-ins: _____		Unique monthly sign-ins: _____	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Average sign-ins: _____		Unique monthly sign-ins: _____	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Average sign-ins: _____		Unique monthly sign-ins: _____	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Average sign-ins: _____		Unique monthly sign-ins: _____	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Average sign-ins: _____		Unique monthly sign-ins: _____	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Average sign-ins: _____		Unique monthly sign-ins: _____	
Average monthly: _____		Unique monthly average: _____	

Attendance Requirement: Average 30 unique sign-ins a month, meet every week

Additional Notes:

Add any additional notes here (optional)

Attendance Summary

This page is where you will summarize your attendance during this audit period. The Corpora calls for a very specific measure of attendance which can affect the land status of your group so make sure that you process your data carefully.

First step: fill out the dates that your land had attendance. Priority should go to your regular weekly meetings.

The next step, in the second column "Total Sign-ins", input the total sign-ins you had that day. Count the signatures on your sign-in sheet.

Next, give the amount of visitors that were present that day. We like to see how well traveled-to a land is.

Any notes regarding would could have affected your land's attendance should go in the last column, "Notes."

Fifth step: Average the total sign-ins you had for the month and input that in "Average sign-ins."

Finally, calculate the unique sign-ins you had for that entire month. Remember that you can only count an attendee once for the month, and only once per weekend within the Kingdom.

