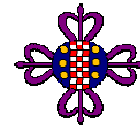


# KINGDOM OF CALONTIR

## EVENT FINANCIAL REPORT



Group Name: \_\_\_\_\_

Report Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**INCOME** (Event proceeds only - do not include fund raising activities at event):

	(A) Prepaid	(B) # At Door	(C) Prepaid \$	(D) At Door \$	(AxC) + (BxD) Total
Members			\$	\$	\$
Non-Member (Adult)			\$	\$	\$
Site Fee (Minor/age - )			\$	\$	\$
Site Fee (Minor/age - )			\$	\$	\$
Feast Fee-Adult			\$	\$	\$
Feast Fee-Child			\$	\$	\$
Merchant Fees			\$	\$	\$
Non-Member Surcharge			\$	\$	\$
<b>GROSS INCOME:</b>					\$

**REFUNDS** (Event proceeds refunded to payer):

	Number	Amount	Total
Site-Adult			
Site-Child			
Feast-Adult			
Feast-Child			
Non-Member Surcharge			

less TOTAL REFUNDS: \$ \_\_\_\_\_

**ACTUAL INCOME:** \$ \_\_\_\_\_

**EXPENSES** (Do not include supplies to be used for multiple events - those belong under a separate budget):

Advertising-non-SCA (Itemize)	\$	Amount:	Itemized items:
Equipment Rental and Maintenance	\$	\$	<i>advertising-Non SCA</i>
Fees and Honoraria (Itemize)	\$	\$	<i>advertising-Non SCA</i>
Food	\$	\$	<i>fees and honoraria</i>
General supplies (inc. tokens, prizes, decorations)	\$	\$	<i>fees and honoraria</i>
Insurance-Non-SCA (Itemize)	\$	\$	<i>fees and honoraria</i>
Occupancy/Site Charges (subtract refunded deposits)	\$	\$	<i>insurance - Non SCA</i>
Postage, Shipping, PO Box rental	\$	\$	<i>insurance - Non SCA</i>
Printing and Publications	\$	\$	<i>Other Expenses</i>
Telephone	\$	\$	<i>Other Expenses</i>
Travel (Non-local Gas, Tolls, Airfare)	\$	\$	<i>Other Expenses</i>
Other Expenses (Itemize)	\$	\$	<i>Other Expenses</i>
<b>EXPENSES SUB-TOTAL:</b>		\$ _____	

**TRANSFERS:**

To SCA, Inc.-Calontir, for NMS (In Kingdom transfer)  
 To SCA, Inc.-Mews (In Kingdom transfer)  
 To SCA, Inc., for Site/Equestrian Insurance

\$	<b>due within 2 weeks of event</b>
\$	
\$	

**TRANSFERS SUB-TOTAL:** \$ \_\_\_\_\_

**EVENT PROFIT** (Income-Expenses-Transfers): \$ \_\_\_\_\_

**TRANSFERS** (Does not include money from fund raisers):

To SCA, Inc.-Calontir for donations	\$	\$	<i>transfers to other groups</i>
To SCA, Inc.-[other groups] (Itemize to right of amount)	\$	\$	<i>transfers to other groups</i>

**FINAL GROUP PROFIT:** \$ \_\_\_\_\_

Autocrat: \_\_\_\_\_

Exchequer: \_\_\_\_\_