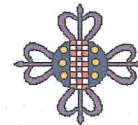


# KINGDOM OF CALONTIR

## 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			\$ 5.00	\$ 5.00	\$
<b>GROSS INCOME:</b>					\$

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

	Number	Amount	Total
Site-Adult			
Site-Child			
Feast-Adult			
Feast-Child			
Non-Member Surcharge		\$5.00	

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

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

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

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

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

**TRANSFERS:**

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

\$ \_\_\_\_\_ due within 2 weeks of event  
 \$ \_\_\_\_\_

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

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

**To: Waiver Secretary mail original waivers(keep copy for group) yes \_\_\_\_\_ No \_\_\_\_\_**

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

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

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

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

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

**Due 30 days after event to Kingdom Exchequer**