





## Event Budget & Reporting

Event Name:
Dates of Event:
Location of Event:
Contact Info of Site representative:
Type of Event:
Autocrat:
Autocrat contact info (phone & email):

Income	Budget Estimate	Actual	Comment
Pre registration			
Gate			
Day Trip			
Non Member Surcharge			Added fee for Non Members (\$5 per adult) cancels out evenly with expense item
Feast Fee			
Merchant Booth Space			Each booth includes 1 entrance fee, \$___ / static, \$___ / food
Merchant Helper Fees			\$___ per person
Parking			
Gatebook Ad Sales			
RV Space Sales			
Equestrian Fees			
Other Income: Describe			
<b>Total Event Income</b>	\$0.00	\$0.00	
Pre registration refund			
NMS refund			
Merchant refund			
<b>Total Refunds</b>	\$0.00		
<b>Total Income</b>	\$0.00	\$0.00	
Expenses	Budget Estimate	Actual	
Advertising			
Occupancy & Site			Cost of site after refunds
Refundable deposits			Will be deducted from expenses once received back
Equipment Rental & Maintenance			
Insurance (Non SCA)			i.e Equestrian Insurance if needed
Fees & Honoraria			
Food			Includes all perishables
General Supplies			includes decorations, prizes, cleaning supplies, bathroom supplies etc.
Site Tokens			
Postage, Shipping, P.O. Box			
Printing & Publication			Includes gatebook, class handouts, signs, agendas etc.
Travel			
<b>Transfers Out</b>			
Insurance (SCA)			If site wants to be specifically named on insurance certificate, must be submitted 30 days before event. General SCA insurance certificate available from Exchequer or Seneschal upon request.
Non Member Surcharge check to CAID			cancels evenly with income
<b>Total Expense</b>	\$0.00	\$0.00	
<b>Net Income</b>	\$0.00	\$0.00	Total Income minus Total Expenses
Profit Allocations	Estimated	Actual	
Kingdom Profit Split			
Volunteer Hours Payout			Total Volunteer hours worked -
Dedicated Funds			fundraiser proceeds (Starkbucks / travel fund)

Applicant

Date

Baronial Officer

Date Received