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 (auto)			$5.00	$5.00	
				GROSS INCOME:	

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)			
Equipment Rental and Maintenance			
Fees and Honoraria (Itemize)			
Food			
General supplies (inc. tokens, prizes, decorations)			
Insurance - Non-SCA (Itemize)			
Occupancy/Site Charges (subtract refunded deposits)			
Postage, Shipping, PO Box rental			
Printing and Publications			
Telephone			
Travel (Non-local Gas, Tolls, Airfare)			
Other Expenses (Itemize)			

EXPENSES SUB-TOTAL: _____

TRANSFERS:

To SCA, Inc.-Calontir, for NMS (In Kingdom transfer)		**due within 2 weeks of event**
To SCA, Inc.-Mews (In Kingdom transfer)		
To SCA, Inc., for Site/Equestrian Ins. (Out of Kingdom)		

TRANSFERS SUB-TOTAL: _____

EVENT PROFIT (Income-Expenses-Transfers): _____

TRANSFERS (Does not include money from fund raisers):

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

FINAL GROUP PROFIT: _____

Autocrat: _____ **Exchequer:** _____