



### EVENT BUDGET REPORT FORM

Branch: \_\_\_\_\_

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

Income					
Fee Type	(A) Advance Attendees	(B) At-the-door Attendees	(C) Advance Fee \$\$	(D) At-the-door Fee \$\$	Actual Income (AxC)+(BxD)
1. Site Fee (Adult)					
2. Site Fee (Youth)					
3. Feast Fee (Adult)					
4. Feast Fee (Youth)					
5. Class Fee					
6. Other Income					
<b>TOTAL ESTIMATED INCOME</b>					

Expenses		
1. Advertising		
2. Equip Rental & Maintenance		
3. Fees/Honoraria *		
4. Food including Feast		
5. General Supplies		
6. Insurance (non SCA)		
7. Occupancy & Site Charge		
8. PayPal Fees Expense	(2.2% Pre-Reg/2.7% At-the-Door) + \$0.30/transaction	
9. Postage & Shipping		
10. Printing & Publishing		
11. Other Expenses *		
<b>SUB-TOTAL (1 TO 11)</b>		
Donations to Other 501 (c) (3) [Nonprofit] Organizations *		
Moved to Another SCA Account WITHIN KINGDOM *		
Moved to Another SCA Account OUTSIDE KINGDOM *		
<b>TOTAL ESTIMATED EXPENSES</b>		
<b>ADJUSTED EXPENSES (add 1.1%)</b>		
<b>ESTIMATED NET PROFIT (Total Est Income-Total Est Expenses)</b>		

\*Itemize entry

Approved:

Seneschal: \_\_\_\_\_ Date: \_\_\_\_\_  
or Autocrat Print Sign

Exchequer: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Sign



the society for creative anachronism, inc.

P.O. Box 360789 · Milpitas, California 95036-0789 · Tel (408) 263-9305 · Fax (408) 263-0641



EVENT BUDGET REPORT FORM  
(This page is optional)

Branch: \_\_\_\_\_

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

THEME (Vision, Decorations, etc.)

ACTIVITIES (Fighting, Youth Corner, etc.)



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**EVENT BUDGET REPORT FORM**  
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**FEAST MENU**

Empty area for entering the feast menu details.