

THE SOCIETY FOR CREATIVE ANACHRONISM, INC.

EVENT BUDGET REPORT FORM

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

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

INCOME

Fee Type	(A) Est. Advance Attendees	(B) Est. at-the-door Attendees	(C) Advance Fee \$\$	(D) at-the-door Fee \$\$	Estimated Income (A x C)+(B x D)
Site Fee (Adult)					
Site Fee (Child)					
Feast Fee (Adult)					
Feast Fee (Child)					
Class Fee					
Child Care					
<b>TOTAL ESTIMATED INCOME</b>					

EXPENSES

EXPENSES				TOTAL
Advertising				
Equipment Rental & Maintenance				
Fees & Honoraria (Itemize on back)				
Food				
General Supplies				
Insurance (NON-SCA)				
Occupancy & Site Charges				
Postage & Shipping, PO Box Rental				
Printing & Publications				
Telephone				
Travel (Gas, Tolls, Airfare)				
Other Expenses (Itemize on back)				
<b>SUB-TOTAL (Lines 12 to 27)</b>				
Donations to Other 501(c)(3) [Nonprofit] Organizations (Itemize on back)				
Moved to Another (Itemize on back) WITHIN KINGDOM				
SCA Account (Itemize on back) OUTSIDE KINGDOM				
<b>Total ESTIMATED Expenses</b>				
<b>ADJUSTED EXPENSES (TOTAL ESTIMATED EXPENSES x 1.1)</b>				
<b>ESTIMATED PROFIT (TOTAL ESTIMATED INCOME - ADJUSTED EXPENSES)</b>				

APPROVED:

Seneschal or

Autocrat:

Exchequer:

Date:

THE SOCIETY FOR CREATIVE ANACHRONISM, INC.

EVENT REPORT FORM

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

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

INCOME

Fee Type	(A) Advance Attendees	(B) at-the-door Attendees	(C) Advance Fee \$\$	(D) at-the-door Fee \$\$	Actual Income (A x C)+(B x D)
Site Fee (Adult)					
Site Fee (Child)					
Feast Fee (Adult)					
Feast Fee (Child)					
Class Fee					
Child Care					
Corporate Surcharges					
Other Income (itemize on back)					
<b>TOTAL ACTUAL INCOME</b>					

EXPENSES

EXPENSES				TOTAL
Advertising				
Equipment Rental & Maintenance				
Fees & Honoraria (Itemize on back)				
Food				
General Supplies				
Insurance (NON-SCA)				
Occupancy & Site Charges				
Postage & Shipping, PO Box Rental				
Printing & Publications				
Telephone				
Travel (Gas, Tolls, Airfare)				
Other Expenses (Itemize on back)				
<b>SUB-TOTAL (Lines 12 to 27)</b>				
Donations to Other 501(c)(3) [Nonprofit] Organizations (Itemize on back)				
Moved to Another (Itemize on back) WITHIN KINGDOM				
SCA Account (Itemize on back) OUTSIDE KINGDOM				
<b>TOTAL ACTUAL EXPENSES</b>				
<b>NET PROFIT</b> (Total Actual Income - Total Actual Expenses)				

APPROVED:

Seneschal or  
Autocrat:

Exchequer:

Date:

\_\_\_\_\_



**THE SOCIETY FOR CREATIVE ANACHRONISM, INC.**

**NON-MEMBER SURCHARGE SUBMISSION FORM**

**Kingdom:** \_\_\_\_\_

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

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

Check Number: \_\_\_\_\_

Event Date	Event Name	# Attendees	# Non-Members	\$ Paid
<b>TOTAL:</b>				

**Sender's Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State or Province:** \_\_\_\_\_ **Zip or Postal Code:** \_\_\_\_\_

**Telephone: Home** (        ) **Work:** (        )

**SCA Name:** \_\_\_\_\_

cc: Exchequer's File  
Kingdom Exchequer