

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 | | | | | |
| | | | | | |
| | | | | | |
| TOTAL ESTIMATED INCOME | | | | | |

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) | | | | |
| SUB-TOTAL (Lines 12 to 27) | | | | |
| 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 | | | | |
| Total ESTIMATED Expenses | | | | |
| ADJUSTED EXPENSES (TOTAL ESTIMATED EXPENSES x 1.1) | | | | |
| ESTIMATED PROFIT (TOTAL ESTIMATED INCOME - ADJUSTED EXPENSES) | | | | |

APPROVED:

Seneschal or

Autocrat:

Exchequer:

Date: