



## 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)					
TOTAL ACTUAL 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 ACTUAL EXPENSES				
NET PROFIT (Total Actual Income - Total Actual Expenses)				

Seneschal or Autocrat: \_\_\_\_\_

Exchequer: \_\_\_\_\_

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