

THE SOCIETY FOR CREATIVE ANACHRONISM (NZ), INC.

EVENT FINANCIAL REPORT – SOUTHRON GAARD



EVENT: _____ DATE: _____

STEWARD: _____

INCOME

Note: Copies of sign-in forms must accompany this report to support the income figures detailed below. The total income amount should match the cash handed to the Reeve, including any payments made direct to the bank account. A separate sheet detailing any amounts still to be received from attendees should be included if any payments are outstanding.

Fee Type	Adult Price (A)	Number of Adults Attended (B)	Child Price (C)	Number of Children Attended (D)	Total (A X B) + (C X D)
SCANZ Event Memberships Received (\$2 per non-member 18-and-over)					
TOTAL INCOME					

Note: All expenses must be supported by actual tax invoices/receipts from suppliers. EFTPOS receipts are not tax receipts and will not be accepted.

EXPENSES	Fixed Amount (A)	Per Person Amount (B)	Persons Attended (C)	TOTAL (A + (B X C))
Occupancy & Site Charges				
Food				
Candles (if using Baronial: \$3/table)				
General Supplies				
Equipment Rental & Maintenance				
Printing & Publications				
Postage				
Advertising				
Other Expenses (Itemise on back)				
Plus Kingdom Travel Fund Levy (\$1 per person 18-and-over)				
Plus SCANZ Event Memberships (Repeat amount from income section)				
TOTAL EXPENSES				
ACTUAL SURPLUS (Total Income –Total Expenses)				

FINANCIAL REPORT RECEIVED BY:

Seneschal : _____ Reeve: _____ Date: _____

THIS FORM SHOULD BE ACCOMPANIED BY AN EVENT REPORT FORM OR A NARRATIVE REPORT OUTLINING THE SUCCESSES AND FAILURES OF THE EVENT, INCLUDING ANY INFORMATION THAT WOULD BE OF USE TO FUTURE EVENT STEWARDS.

