

Event Budget Summary

This event budget should be read in conjunction with the Event Proposal.

Event name	Insert event name	<i>Note: complete beige cells only.</i>
Dates	Insert event dates	<i>Note: remove italic text when not required.</i>
Steward	Insert steward	<i>Note: change grey example text to black for actual data.</i>
Group	Insert group	

Use the Event Budget Detail tab for additional detail.
 If you have great Excel skills, modify the tables as necessary.
 If not, make good use of the 'Other' expense category.

Parameters

Kingdom levy	\$1.10	\$1 in NZ
Event days	1	Number of days in this event
Non-member insurance – adult	\$10.00	\$2 in NZ
Non-member insurance – child	\$5.00	\$0 in NZ

The tables below should be cut-and-pasted into the Event Proposal.
 If that doesn't work well, use 'Paste Special' as a graphic.
 Example numbers in grey, change actuals to black.
Do not amend the budget figures once group Council approval is given.

Estimated Income

	Quantity	Rate	Income	Kingdom Levy	Event Insurance	Group Keeps	
Adult member			\$0.00	\$0.00	\$0.00	\$0.00	<i>Note: have not incl GST as it's not a consideration in the bid.</i>
Adult member Feast Only			\$0.00	\$0.00	\$0.00	\$0.00	
Adult member Free (eg B&B)			\$0.00	\$0.00	\$0.00	\$0.00	
Child member			\$0.00	\$0.00	\$0.00	\$0.00	
Adult non-member			\$0.00	\$0.00	\$0.00	\$0.00	<i>Note: formula calculates event insurance.</i>
Child non-member			\$0.00	\$0.00	\$0.00	\$0.00	<i>Note: formula calculates event insurance.</i>
Other (specify)			\$0.00	\$0.00		\$0.00	<i>Note: you will have to set up your own formulas.</i>
[Add your category]			\$0.00	\$0.00		\$0.00	
[Add your category]			\$0.00	\$0.00		\$0.00	
Total	0		\$0.00	\$0.00	\$0.00	\$0.00	

Estimated Expenses

	Quantity	/head	Expense	
Venue hire			\$0.00	
Food costs – adults			\$0.00	<i>Note: example food costs</i>
Food costs – feast only			\$0.00	
Food costs – children			\$0.00	
Cleaning products			\$0.00	
Decorations & misc			\$0.00	
Accommodation			\$0.00	
Portaloos			\$0.00	
Tokens			\$0.00	
Square transaction fees (if applicable)			\$0.00	
Other (specify)			\$0.00	
Contingency allowance [suggest 10%]			\$0.00	
Total			\$0.00	
* A venue bond is required			\$0.00	
* A cash advance is requested of			\$0.00	

Estimated Profit for Group

\$0.00

Breakeven Point

If you play with the figures above, you can estimate how many attendees you need in order to break even.

Estimated attendance to break even: [insert]

Event Budget Details				
<i>Use this sheet to feed the Summary tab.</i>				
<i>If your Excel skills are good, link them directly, or copy the totals from here to the main sheet.</i>				
<i>For example:</i>				
Decorations subtotal	Estimated Cost			
Widgets	60			
Curliques	20			
Candles	30			
Subtotal	110			
<i>Look at the Decorations cell formula in the main sheet to see how the two are linked.</i>				
<i>Do that by typing in the cell "=" then clicking on the matching cell in the Details sheet.</i>				

Stewarding Team	
<i>Don't assume that group officers will do this work; you must ask them.</i>	
<i>This list is a starting point; adjust for your needs.</i>	
Steward	
Deputy Steward	
Bookings Officer	
Head Cook	
Event Constable	
Event Gatekeeper	
Event Herald	
Event Chirurgeon	
Royal Liaison	
Arts & Sciences Co-ordinator	
Dance Co-ordinator	
Entertainments Co-ordinator	
Children's Activities	
Merchant Co-ordinator	
Event Hospitaller	
Setup Co-ordinator	
Packup Co-ordinator	
Marshal in Charge	
Event Heavy Marshal	
Event Fencing Marshal	
Event Siege Marshal	
Event Archery Marshal	
Event Equestrian Marshal	
Youth Combat Marshal	
Event Listkeeper	

Actuals Summary

Event name	Insert event name
Date	Insert event dates
Steward	Insert steward
Group	Insert group

Actual Income

	Quantity	Rate	Income	Kingdom Levy	rent Insurance	Group Keeps
Adult member	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adult member Fea	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adult member Free	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Child member	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adult non-member	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Child non-member	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (specify)			\$0.00	\$0.00		\$0.00
[Add your category]			\$0.00	\$0.00		\$0.00
[Add your category]			\$0.00	\$0.00		\$0.00
Total	0		\$0.00	\$0.00	\$0.00	\$0.00

*Note: formula calculates event insurance.
 Note: formula calculates event insurance.
 Note: you will have to set up your own formulas.*

Check that the figure matches the total 'paid' amount in the Bookings tab. The Reeve can assist.

Actual Expenses

	Expense
Venue hire	\$0.00
Food costs, total	\$0.00
Cleaning products	\$0.00
Decorations & misc	\$0.00
Accommodation	\$0.00
Portaloos	\$0.00
Tokens	\$0.00
Square transaction fees (if applicable)	\$0.00
Other (specify)	\$0.00
Total	\$0.00
* Venue bond, returned [OR NOT]	\$0.00
* Cash advance reconciled	\$0.00

*Note: must match the Receipts tab
 Note: OK if incl with food receipts*

Actual Profit for Group **\$0.00**

Bookings (including Actual Income)

Consider using this sheet to record your bookings, and sharing it via Google Docs with your Reeve.

Booking date	Email Address	Legal Surname	Legal Given Name	SCA Name	SCA member?	SCA no.	Booking Type	Dietary Requirements	Anything else you would like us to know?	Booking number	Paid
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Receipts (ie Actual Expenses)						
<i>Provide clear photos or preferably scans of the receipts to your Reeve.</i>						
<i>If receipts are lost, provide a Statutory Declaration (AUS) or Statement (NZ) to the Reeve, who will inform the Exchequer.</i>						
				Component	Component	
Date	Purchaser	Vendor	Description	excl GST	Incl GST	Total

Acknowledgements		
<i>Template by Master Cristoval, 29 Nov 2023</i>		
Please send suggested changes to seneschal@lochac.sca.org		
The following people contributed to this template:		