HARTWOOD – EVENT FINANCIAL REPORT

Event: Hartwood Spring TUTR **Steward:** Cunegonda

Event Date: April 30 - May 1, 2016 **TUTR** Symonne Dubois

INCOME

	number of attendees		fee per person		
	(A) # Reserved	(B) # at Gate	(C) Fee-Reserved	(D) Fee at Gate	(AxC) + (BxD) Total
Site-Adult		24		$20.00	480.00
Site-Instructor		8		$10.00	80.00
Site-Revel Only		1		$10.00	10.00
Site-Comped					0.00
Donations					38.25
TUTR					558.00
NMS		12		$5.00	60.00
Other Income	gate float				150.00
Other Income					
				GROSS INCOME:	**1376.25**

GROSS INCOME $1,376.25

CANCELLATIONS / REFUNDS

	CANCELLATIONS / REFUNDS		
	Number	Amount	Total
Site-Adult			0.00
Site-Instructor			0.00
Site-Revel Only			0.00
Site-Comped			0.00
Donations			0.00
TUTR			0.00
NMS			0.00
Other Income			0.00
Other Income			0.00
		TOTAL REFUNDS:	**0.00**

less REFUNDS = TOTAL INCOME **$1,376.25**

EXPENSES (PAYMENTS)

		Food	*Supplies*	
If reconciling with float, deduct float amount	$150.00			
Non-member Surcharge, payable to Kingdom	$60.00		34.00	Halima
Advertising			28.00	Steelbash
Equipment Rental and Maintenance			115.00	Topher
Fees and Honoraria (Itemize on back)			190.00	Taliesin
Food (cost of Feast supplies)	$0.00		*-100.00*	travel claimed
General supplies (incl prizes)	$267.00			
Insurance (Non-SCA)				
Occupancy and Site Charges	$500.00			
Postage, Shipping, PO Box rental				
Printing and Publications				
Telephone		*.00*	*267.00*	
Travel (Gas, Tolls, Airfare)	$100.00	Instructors		
Other Expenses (itemize)				
	EXPENSES SUB-TOTAL:	**$1,077.00**		
	NET PROFIT:	**$299.25**		

Advance	
less receipts	
plus gate	
expected dep	**0.00**

Process

Enter information

Enter # of attendees and site fees

Enter refunds for prepaid cancellations

Enter # who paid NMS (being non-SCA-members) for events where it is collected

Enter receipts for food and supplies in columns

Enter other costs in left column

The float -should- be separate, and will not normally show here.

	chq	ca
	38.00	150.00
	4.00	680.00
	20.00	40.00
	25.00	90.00
	28.00	76.00
	7.00	35.00
	50.00	1.25
	26.00	
	31.00	
	15.00	
	60.00	
	304.00	1072.25
	1376.25	

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