

**Managing Event Money and Budgeting**

There are very particular rules surrounding the managing of funds for an event. Money is issued from the exchequer. There are 3 ways that events can be paid for (these are not ranked in any order of preference):

1. Event steward pre-pays for things, saves receipts, is reimbursed by the branch's finance committee
2. Finance committee advances funds to the event steward; event steward turns in receipts for items purchased and returns any unspent funds
3. If fixed costs are known upfront, the finance committee can cut a check directly to the vendor in the exact amount needed (for example, for rental space)

If you are advanced funds and go over budget you **MAY NOT** reimburse with money brought in through gate. The exchequer will reimburse you with an additional cheque from the sponsoring branches accounts. Money from gate **MUST** be deposited in full in order to complete appropriate accounting.

The first step in running an event to project an appropriate budget and submit a bid to the sponsoring group. You want to consider things such as how many people will be there, if you are serving a feast, how much charge per plate (in the current economy charging 10-15\$ per plate is not unheard of). Consider also hall cost, damage deposits, site tokens, and every conceivable cost. A [pre-event budget form](#) is available to help set a budget.

You need to plan for your people who are attending complementary - meaning they do not pay a fee. Generally this is the event steward and feastocrat, the Baron and Baroness, any visiting royalty (who may show up at your event at their discretion) and any other people of distinction as advised. Speak with your local seneschal if you are unsure.

Example of a budget for a bid:

**Total Budget (based on 50 people)**

Site fees (total): \$143.75 incl. tax

Site fees per person based on 50 people: \$2.88/person

Feast/person \$7.50 adults, \$7.00 youth 12-17, \$5.00 children 5-12, Kids <5 FREE  
 Sideboard/person No sideboard lunch due to later opening of event  
 Supplies/person \$ 2.12  
 Other costs, if any N/A

	Onboard	Offboard	
Adults	\$12.50	\$5.00	
Teens	\$12.00	\$4.50	Teens will be defined as 13-17 years of age
Children \$10.00		\$4.00	Children will be defined as 12 and under
Kids < 5 FREE			
Family children	\$42	\$17	Family will be defined as 2 adults and their dependent children

**\$5.00 NMS APPLIES**

Once your budget is set, include it in your bid to your sponsoring branch indicating how much money you expect the branch to spend for the event. Ideally your gate income will pay back the entire spent amount.

EXAMPLE PRE EVENT BUDGET SHEET

	(A)	(B)	(C)	(D)	(AxC) + (BxD)	
	# Reserved	# at the Door	Fee-Reserve d	Fee-at Door	Total	
<b>Full Cost Gate Fee</b>					\$0.00	
<b>Discounted Gate Fee</b>					\$0.00	
<b>NMR Fees</b>					\$0.00	
<b>Comps</b>						
<b>Feast-Full Cost</b>					\$0.00	
<b>Feast-Discounted</b>					\$0.00	
<b>Merchandising</b>					\$0.00	
<b>Class Fee</b>					\$0.00	
<b>Child Care</b>					\$0.00	
<b>Other Income</b>	Describe below					
				<b>ESTIMATED GROSS INCOME:</b>	\$0.00	
<b>EXPENSES (PAYMENTS)</b>						
<b>Advertising</b>						
<b>Equipment Rental and Maintenance</b>						
<b>Fees and Honoraria (Itemize below)</b>						
<b>Food (cost of Feast supplies)</b>						
<b>General supplies</b>						
<b>Insurance (Non-SCA)</b>						
<b>Occupancy and Site Charges</b>						
<b>Postage, Shipping, PO Box rental</b>						
<b>Printing and Publications</b>						
<b>Telephone</b>						
<b>Travel (Gas, Tolls, Airfare)</b>						
<b>Other Expenses (itemize below)</b>						
<b>Transfer Out of NMR</b> (This is not an expense but a transfer)						
			<b>ESTIMATED EXPENSES SUB-TOTAL:</b>	\$0.00		
			<b>ESTIMATED EXPENSES X 1.1</b>	\$0.00		
					<b>ESTIMATED NET PROFIT:</b>	\$0.00

During the event each person working gate must have a valid membership, be over the age of 18, and be acceptable to the sponsoring branch. They must understand the waiver policy and cash handling procedures. All non-members are charged a non-member surcharge (NMS or NMR) of \$5. This covers insurance, and is sent by the sponsoring branch to the Kingdom ***within 10 days of the event.***

If there is a cash float before the event, count it and note it down.

It is inadvisable to try and reconcile the money at the event - there is too much going on. When you are ready to balance the money, count the total amount of money, then take away the float. This should be your gate income. All money - gate income, remaining advanced funds, donations, etc are to be given to the exchequer or seneschal of the sponsoring branch to deposit. You will now use the [Event Report](#) to determine final accounting. The event report is given to the sponsoring branch exchequer.